

Hours of Work Policy

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SECTION I. PURPOSE

The purpose of this policy is to define work hours, specify the practice for meal and rest periods, describe the circumstances under which overtime is allowed, and the importance of time reporting to ensure business operations run smoothly.

SECTION II. SCOPE AND APPLICABILITY

This policy applies to all regular full-time and part-time hourly/salaried employees, term appointments, temporary, on-call and student workers. Union employees should refer to their collective bargaining agreement for specifics.

SECTION III. HOURS OF WORK

A. Work Week and Hours of Work

The normal workweek consists of 40 hours, five days per week, typically Monday through Friday. The hours and days an employee works depend on the needs of the department and may vary from one department to another or between work groups within a department.

B. Meal and Rest Periods

Each full-time employee will be allowed a meal period near the middle of the workday. In departments that operate more than one shift, the meal period will normally be 30 minutes. Length and time of the lunch period is based on departmental needs and the discretion of the department head. Meal Periods of 30 minutes or more are unpaid for hourly employees.

Each employee is allowed adequate time from work within each four consecutive hours of work to utilize the nearest convenient restroom.

Lunches and rest periods may not be accumulated for later use if they are not taken at the scheduled times. Timing for both lunch and rest periods should be worked out with your supervisor.

C. Overtime

Non-exempt employees (i.e., hourly employees) who work more than 40 hours in a week will receive overtime pay at the rate of 1½ times their regular rate of pay. For the purposes of computing overtime pay, the work week begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. Hourly employees must receive approval in advance to work overtime.

Hourly employees may request permission to adjust their schedule instead of receiving overtime pay, but only if the time off is taken during the same week as the overtime is worked. All approved hours worked over 40 hours in one week must be paid at the overtime rate. Hours worked over 40 hours in one week may not be accumulated for the purpose of taking compensatory time off at a later date.

Employees may be required to work overtime when deemed necessary by their supervisor. The supervisor may assign overtime to employees working in the jobs for which overtime work is required.

Exempt employees (i.e. salaried employees) do not receive overtime pay and are not entitled to take time off at a later date to compensate for additional hours worked.

D. Time Reporting

Non-exempt employees (i.e. hourly employees) are paid bi-weekly and report their hours in the University's time keeping system of record. Supervisors are expected to instruct their employees which time entry method they need to use to record their time in the University's timekeeping system.

For questions regarding this policy, contact the Office of Human Resources at humanresources@stthomas.edu or 651-962-6510.