

Hours of Work

Policy Number: 345

The normal workday for full-time employees shall consist of eight hours of work unless different lengths of workdays are set by the Department Head.

The normal workweek for full-time employees shall be forty hours of work.

All employees shall receive one 20-minute break during each four hours of scheduled work at times designated by their Department Head.

Promptness is assumed. However, it is recognized that there are occasions when tardiness is unavoidable. In the event that an employee is repeatedly tardy, disciplinary action will be imposed.

In the event an employee knows they will be late for work, every effort should be made to notify the Department Head as soon as possible.

An employee shall be required to make up any time lost for an excused tardiness. Make-up for lost time shall be arranged with the Department Head.