

ARTICLE VIII
HOURS OF WORK

Section A: WORK WEEK AND SHIFTS

1. The standard work week for employees consists of five (5) consecutive days of work within seven (7) consecutive calendar days beginning at midnight Sunday and ending at midnight Saturday (a calendar week). The work schedule for fulltime employees shall be forty (40) hours per week excluding meal times and normally scheduled in shifts of eight (8) hours. The shift worked at times between 7:00A.M. and 5:30 P.M. will be referred to as the "day shift." A shift worked at times between 4:00P.M. and 1:00 A.M. will be referred to as the "swing shift." A shift worked at times between 11:00 P.M. and 8:30A.M. will be referred to as the night or "graveyard shift." The University reserves the right to modify the above referenced start and end time by up to 1 hour at the start or end of the work shift.
2. A permanent work week and/or shift is defined as one which is expected to be in place indefinitely. An employee working a shift of less than one week, who has not been given 30 calendar days' notice, shall be compensated at the overtime rate. Assignments to permanent work weeks and/or shifts will be based on all employees working in the affected Department (for example, the Capital Projects and Facilities Management Department) by craft, in the following order: (1) volunteers from within the building management team; (2) volunteers from within the Department; (3) the application of inverse seniority. In the case of the Capital Projects and Facilities Management Department, if necessary, an employee(s) may then be moved from one building management team to another to replace the employee(s) who was placed on the permanent shift.
3. A temporary (or non-permanent) workweek and/or shift is defined as a period of four (4) months or less. In the case of the Capital Projects and Facilities Management Department, staffing of temporary shifts will be based on the employees working on the affected building management team. The order of assignment will be: (1) volunteers from within the building management team; (2) the application of inverse seniority. This order will be followed among the employees on the affected team on a craft basis. Assignments to temporary workweeks or shifts will be for a minimum of one week.
4. The current swing shift (Monday through Friday) involving the Medical Center team will be made permanent.
5. New employees will be hired under the condition that they can be assigned to any workweek and/or shift once they are trained and qualified to perform the work. When workweeks and/or shifts are made permanent, existing employees may bid for these assignments on the basis of seniority.

6. Employees to be assigned to a new workweek and/or shift will be given at least one month's notice of their new assignment.
7. At least two weeks' notice will be provided to the Union before the implementation of workweek and/or shift involving a Saturday or a Sunday (for example, a Tuesday through Saturday workweek or a Sunday through Thursday workweek). This notice provision applies to both permanent and temporary workweeks and/or shifts.
8. The differential rate to be paid for each hour worked by employees on a Saturday or a Sunday as part of a regularly scheduled shift, either temporary or permanent, and for each hour worked by employees on a "swing shift or "night or graveyard shift" is set forth in Appendices A through C. The workweek shift differential will not apply to those assigned to the weekend swing shift or the weekend graveyard shift.
9. Employees who have completed his/her regular schedule of work for the day or week will be relieved from work at least a full eight (8) hours before starting work on their next shift. An employee who is relieved for less than a full eight (8) hours before the start of the next shift shall be paid overtime for such a shift except for those employees in On- Call status.

Section B: REST PERIODS

Rest periods not to exceed fifteen minutes may be granted to employees no more than twice in an eight (8) hour shift. The time shall not be taken at the beginning or end of a work period or combined with a meal period. Rest periods not granted or granted and not used shall not be accumulated. Rest periods shall be granted unless operational necessity requires that they be denied.

Section C: SHOW UP TIME/PAY

If an employee who is scheduled to work all or part of a day and reports to work as scheduled and has not been notified by 6:00p.m. on the employee's preceding work day of a change in the employee's schedule for that day, the employee will receive a minimum of four (4) hours of work or pay.

Section D: ON-CALL TIME/PAY

1. On-Call is defined as time during which an employee is not required to be at the location, but is required to be available by telephone pager, or electronic mail including to troubleshoot and repair security and building management application programs remotely by a properly configured work provided laptop.

The use of a laptop for this purpose is considered an "Electronic Callback"; the employee must submit a written report to include details of the electronic work performed. In the event the work cannot be resolved by troubleshooting through the laptop, the employee must be available for an immediate return to work if the University deems it necessary. An immediate return to work is generally defined as the ability of the employee to be present at the work location within one hour of being contacted.

2. As needed, employees will be assigned to On-Call status on a weekly basis, except that in special situations requiring an On-Call assignment as a result of an installation, modification, repair, or monitoring of equipment or a system, employees may be assigned on a daily or weekend basis. Employees assigned On-Call must be qualified to perform the functions associated with the equipment or systems. On-Call assignments will involve primarily "systems" employees that are employees in the electrical, plumbing, and mechanical craft.
3. Within the Capital Projects and Facilities Management Department, all employees are eligible for the On-Call rotation. Volunteers will be accepted. The Department will publish an On-Call schedule, providing the employees with as much advance notice as possible of the specific days and hours of the week that they are On-Call. The schedule will be generated through the solicitation of volunteers and thereafter based on seniority for the On-Call assignments available. Singular or non-scheduled On-Call assignments of any duration are the responsibility of the affected building management team. All substitutions to the On-Call schedule must be approved.
4. The Medical Center Facilities manager shall provide the necessary training for employees to become familiar with Medical Center protocols. On-Call assignments will involve primarily "system" employees that are employees in the electrical, plumbing, and mechanical crafts.
5. An employee who is assigned to On-Call status for a week or more will be paid at the rate of \$3.00 per hour.
6. An employee whose On-Call assignment is a special one involving a daily or weekend assignment will be paid at the rate of \$4.00 per hour.
7. If an employee on On-Call status is called back to work, a minimum of three (3) hours of work or pay is guaranteed.

Section E: CALL BACK

An employee, who has completed his /her regular schedule of work for the day or week and has left the University premises, will receive a minimum of three (3) hours pay if the employee is called back to work.

Section E.1: ELECTRONIC CALL BACK

Employees in some classifications may be asked to be on –call which may involve returning to the worksite to resolve issues or in some instances the resolution of problems via remote access using a phone and/or laptop. Employees shall not perform electronic callback work unless requested in writing by the Employer to be on-call status. The employee must submit written reports of the electronic call back work, which must be approved by the employer to be paid. When an on-call employee, following the completion of their shift, and after said employee has left the premises, is contacted and required to resolve a work related issue, then the employee shall receive compensation at the applicable overtime hourly rate for time spent without leaving his/her current location in the resolution of the issue. A minimum of one-hour pay will be paid for each incidence. However, should the employee resolve multiple items in the one-hour period, such an employee shall be entitled to only (1) one-hour payment.

Electronic call back is meant to supplement the on-call status and allow the employee to resolve items remotely when applicable for the mutual benefit of employee and employer. This is not intended to eliminate the requirement of the on-call employee to return to work if necessary to resolve the problem.

