ARTICLE 8
HOURS OF WORK

A. Work Schedule
   1. The workweek for employees shall be from 12:01 a.m. Monday morning to 11:59 p.m. the following Sunday. Workweeks beginning and ending on a day other than the above may be scheduled by the University.

   2. The standard work schedule for full-time employees shall be forty (40) hours per workweek, normally scheduled in shifts of either eight (8) or ten (10) hours, excluding a meal period, except for employees in continuous operations whose workweek may be altered to accommodate regular rotation changes in shifts.

B. Alternate Work Schedules
   1. The University and SETC will review the feasibility of implementing alternate work schedules in those work units in which employees have indicated an interest in such schedules.

   2. Nothing in this Section B. shall infringe upon, interfere with or diminish in any way the University's right to ensure adequate staffing and coverage to meet operational requirements and necessities in an efficient and orderly manner.

C. Meal Periods
   1. Employees shall be permitted to take a meal period not to exceed thirty (30) minutes scheduled at or near the middle of the shift. Such meal period shall not count as time worked nor time on pay status.

   2. An employee who is required to return to work during a scheduled meal period and whose meal period is not rescheduled shall be paid for the meal period.

   3. An employee required to stand watch and remain on the job at their work station for their full shift period shall be permitted to take a meal period, not to exceed thirty (30) minutes, when and as their duties permit. Such meal period shall be counted as time worked.

   4. An employee, except a watch stander, who works a period of six (6) continuous hours or more from the last scheduled meal period, shall be permitted to take a meal period not to exceed thirty (30) minutes, if conditions permit.

   5. The University agrees to reimburse employees who are traveling on official University business for meals, under the same terms and conditions as provided to non-represented staff employees who are not managerial, supervisory or confidential.
D. Notice of Work Schedule
All work schedules showing employees' work shifts shall be prepared in written form and
normally posted ninety (90) days in advance of the scheduled shift. Employees shall be
notified of changes in work schedules at least ten (10) working days in advance except for
emergencies and/or to meet unusual operational requirements.

E. Rest Periods
1. A rest period not to exceed fifteen (15) minutes may be granted to employees for each
   half shift worked. Rest periods should, when possible, be taken at or near the midpoint of
   the shift.

2. The rest period 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.

F. Clean Up Time
1. Employees shall be permitted a fifteen (15) minute clean up period at the end of each
   work shift, which shall include preparation of time cards where required.

2. A longer clean up period shall be granted when necessary upon the approval of the
   designated supervisor to employees whose job involves excessive contact with dirty or
   greasy tools, objects, or equipment.

G. Trading of Shifts
An employee may trade shifts only upon written request and permission of supervision.

H. Premium Pay
1. Call-Back Time
   a. Call-back refers only to those instances when an employee is ordered back to work
      without prior notice or in those instances when prior notice is given but the work
      begins at least three (3) hours after the completion of the regular work schedule.

   b. An employee who is called back shall receive credit for a minimum of four (4) hours
      compensation at the employee's straight time rate of pay.

2. On-Call
   On-call is time during which an employee is not required to be at the work location or at
   the employee's residence but is required to restrict activities and be available for return to
   work. An employee placed on-call shall be compensated at twenty-five (25) percent of
   their hourly rate for each hour on call. If called to work, the time actually worked is
   regular time or overtime as appropriate. An employee in on-call status is not eligible for
   minimum call-back payments.
3. **Time off Between Shifts**

Each Maintenance Systems Operator and Central Utilities Plant Operator shall normally have a minimum of twelve (12) hours off before the start of his/her next regularly scheduled shift. When an employee has less than twelve (12) hours off between such shifts, e.g., an employee who changes from the day shift to the graveyard shift because the employee is changing from an assigned shift to another assigned shift, the employee shall be paid at the rate of one and one-half (1 1/2) times the regular hourly rate for all hours worked within the twelve (12) hours between the old and new assigned shift (e.g., an employee who has only seven and one-half (7 1/2) hours off between such shifts shall be paid one and one-half (1 1/2) times the regular hourly rate for the first four and one-half (4 1/2) hours of the shift).