ARTICLE 10
HOURS OF WORK

1. The standard workweek consists of seven consecutive days and shall begin at 12:01 a.m. Monday for the CAMPUS, and 12:01 a.m. Sunday for the LABORATORY, and 12:01 a.m. Monday for Stationary Engineers. The standard work schedule for full-time employees shall be forty (40) hours per work week, normally scheduled in shifts of eight (8) hours. Meal periods shall consist of thirty minutes and shall not count as time worked if the employee is completely relieved from duty. Employees who are completely relieved from duty shall not be required to be accessible during the meal period. Under special circumstances an employee may request a longer lunch break, but only with the approval of the supervisor. Normal hours of work are from 7:00 a.m. to 3:30 p.m., Monday through Friday. Shifts for Stationary Engineers are: Day, 7:00 a.m. to 3:30 p.m.; Swing, 3:00 p.m. to 11:00 p.m.; and Owl, 11:00 p.m. to 7:00 a.m. Shifts for Plant Maintenance Technicians are: Day, 7:00 a.m. to 3:30 p.m.; Swing, 3:15 p.m. to 11:15 p.m.; and Owl, 11:00 p.m. to 7:00 a.m.

Employees leaving the site during normal work hours must contact their supervisor for approval. In an emergency, the employees may notify the main office if the supervisor is not available. The employee must notify the supervisor upon return.

2. Rest periods not to exceed fifteen minutes, once during each half of an eight-hour shift, will be granted to employees. The time shall not be taken at the beginning or end of a work period, and rest periods shall not be accumulated. Rest periods shall be taken unless operational necessity requires that they be denied. At the end of such operational needs, the employee shall be allowed to take the denied rest periods.

3. Flexible work schedules, including 9/80 and 4/10 schedules, may be established by mutual agreement between the UNIVERSITY and the employee upon written request of an individual employee. In all such cases, the supervisor will provide notice to the steward. If the steward objects to the flexible schedule, granted or not granted, the parties will meet to discuss the schedule in an attempt to resolve the concerns raised by the steward within seven days prior to implementation. Disputes concerning this paragraph are not subject to the Grievance or Arbitration procedures of the Agreement.

4. Upon mutual agreement between the UNIVERSITY and the UNION, the UNIVERSITY may modify work schedules by each craft shop and/or department. These agreements will be documented and will be non-precedential.

5. In the event that a change of shift is necessary, the UNIVERSITY shall make every effort to provide at least 72 hours notice. If less than 72 hours notice is provided, that portion of the shift(s) that fall within the 72 hour notice period will be paid at the respective overtime rate.

6. Depending on the nature of work, employees will be allowed reasonable time prior to the end of their shift as appropriate to pick up their tools, clean up the work site, travel to the shop, wash their hands, and change clothes.