

## **ARTICLE 18 HOURS OF WORK**

### **A. General Conditions**

1. The workweek for full-time doctors is normally considered to be forty (40) hours, and for part-time doctors the proportion of forty (40) hours equivalent to the appointment percentage; however, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours. As exempt employees, doctors do not receive overtime compensation or compensatory time off, or additional compensation beyond the established salary for the position, unless otherwise agreed to. Additionally, as exempt employees, doctors are not required to adhere to strict time, record keeping and attendance rules for pay purposes.
2. Employees may request and the University may, at its sole non-grievable discretion grant employee requests for flexible working hours, which may include voluntary reduced appointment percentage, job sharing, or adjustments to partial year career furlough periods.
3. The terms “qualified” or “qualifications” means at the discretion of the University.
4. Work schedules are established by the University to ensure adequate staffing and coverage to meet operational requirements. Changes to scheduling may be either temporary or permanent in nature.
  - a. For purposes of this article, a permanent schedule change is one that is expected to last for three (3) months or more; whereas, a temporary schedule change is expected to last for less than three (3) months.
  - b. When the University becomes aware of the need to adjust schedules permanently, it will provide written notice to the affected employee(s) as soon as practicable under the circumstances. The UAPD shall be notified within one (1) business day of the notice being sent out to employees.
    - 1) Within thirty (30) days of the University’s notice to the UAPD, the Union may request to meet and discuss the permanent schedule changes. In no event will these discussions delay implementation of the permanent schedule change.
    - 2) A doctor may not be assigned to the new permanent schedule without having received forty-five (45) days’ advance notice, unless otherwise mutually agreed.

- c. When the need for a short-term schedule change arises, the University will seek volunteers with the requisite skills, knowledge and abilities to perform the necessary work. If there are no volunteers willing to work the alternate schedule, the University may assign a doctor to work. However, individual circumstances and/or scheduled vacations will be taken into consideration before requiring that a doctor work the assigned date and time.

## **B. Hours of Operation**

The University retains the sole non-grievable discretion to determine its hours of operation and to schedule doctors to work at the Student Health Centers according to the provisions set forth in §A., above. The only limitations to the University's discretion are as follows:

1. If a location makes a change to its hours of operation and schedules doctors to work after 5pm during the week, and/or on the weekends, the University shall provide at least forty-five (45) days notice to the UAPD. Upon the UAPD's request, the University shall meet and discuss the changes to take effect and the University's scheduling plans within thirty (30) days of the request. Discussions shall not delay any changes scheduled to take effect.
2. In scheduling employees to work weekends/and or extended weekday hours the University shall first solicit volunteers with the requisite qualifications to perform the necessary work. If there are not sufficient qualified volunteers to work all of the extended hours shifts, the University shall retain the discretion to assign qualified doctors to meet its operational requirements. In exercising such discretion the University shall seek to ensure that such assignments are made fairly and equitably.