

ARTICLE 13 – HOURS OF WORK

A. Standard Workweek

The standard workweek consists of seven (7) consecutive days. The standard workweek begins Sunday morning (12:01 a.m.) and continues to midnight the following Saturday.

B. Alternate Workweeks

Alternate workweeks may be established by the University after meeting and conferring with AFSCME. If the parties cannot agree to the alternate workweek after the meet and confer process prescribed by HEERA, the University may implement the alternate workweek.

C. Standard Work Schedule

The standard work schedule for full-time employees shall normally be eight (8) hours of work per day on five (5) consecutive days excluding meal periods. An employee's normal work schedule cannot be changed for the purpose of avoiding the payment of premium overtime unless such a change is mutually agreed upon.

D. Alternate Work Schedule

Alternate work schedules may be established by the University. Employees may request alternate work schedules, in writing from the University. Such requests may be granted or denied, in writing, by the University. Denial of an alternate work schedule request is not subject to the Arbitration Article of this Agreement.

Prior to effecting a temporary change of over three months to an alternate work schedule, the University shall give reasonable notice to the affected employees and AFSCME and will provide the opportunity for AFSCME to discuss the change with the University. The University shall have no obligation to provide notice to AFSCME about changes in work schedules of three (3) months or less or about temporary changes in work schedules requested by the employee.

Prior to effecting a permanent change to an alternate work schedule, the University shall meet and confer with AFSCME. If the parties cannot reach agreement about the terms of the change after the meet and confer process prescribed under HEERA, the University may implement the alternate work schedule. The University shall have no obligation to notice or meet and confer with AFSCME about permanent changes requested by the employee.

E. Meal Periods

Work schedules for full-time employees shall provide for the workday to be broken at approximately mid-point by a meal period of not less than thirty (30) minutes and not more than sixty (60) minutes. A second meal period shall be provided for a shift of more than ten (10) hours.

Meal periods shall not count as time worked unless employees are required to remain on the job at a work station during their normally scheduled meal period. Employees who are required to return to work during a meal period shall be paid for the entire meal period, not to exceed sixty (60) minutes that was interrupted and not rescheduled. If an employee is required to return to work during a meal period, the meal period will be treated as time worked for purposes of computing overtime.

F. Rest Periods

Rest periods not to exceed fifteen (15) minutes may be granted to employees no more than twice

during an eight (8) hour shift or three (3) times for a shift of ten (10) hours or more. Rest periods shall be granted unless operational necessity requires that they be denied. If operational necessity dictates that the employee must work through the scheduled rest period, the employee may request an alternate break or rest period from the supervisor. Such requests for an alternate rest period shall not be unreasonably denied. The rest period shall not be taken at the beginning or end of a workday. Rest periods not granted or granted and not used shall not be accumulated. The combining of rest periods with meal periods shall be at the sole, non-grievable discretion of the department.

At the request of the employee, and at the sole, non-grievable discretion of the department, two rest periods may be combined to allow for one thirty (30) minute rest period and one thirty (30) minute meal period, equally spaced throughout the work day.

Prior to a rest period, reasonable time will be granted to safely secure the job site.

G. Call Back Time

“Call back” refers only to those instances when either

- (1) an employee is ordered back to work without prior notice; or
- (2) in those instances when prior notice is given but the work begins at least one (1) hour after the completion of the regular work schedule.

An employee who is called back shall receive credit for a minimum of four (4) hours of work time. The four (4) hours, whether or not actually worked, will be paid at the appropriate rate.

H. Preparation and Clean-up Time

The University shall determine when preparation and clean-up time is necessary for employees. If the University determines that such preparation and clean -up time is necessary, preparation at the beginning and clean-up before meal periods and at the end of each work day on pay status will be allowed.

I. Travel Time

Travel between an employee’s home and the workplace is not considered time worked. Travel on University business during an employee’s normal working hours (including travel during those hours on the employee’s day off) is considered time worked. Travel outside normal working hours is considered time worked when it occurs on a scheduled day of work and is to or from a work location outside the normal commuting area of the assigned workplace. Other travel may be designated as time worked at the discretion of the Building, Utility, and Fleet Services Associate Director for Physical Plant, Physical and Biological Sciences, or the Administrative Officer for CHES Facilities, as appropriate.

J. An employee will be reimbursed up to \$15.00 with receipts for a meal purchased the same day when required to work more than two hours past the normal quitting time after working a full-time scheduled day and it is impractical to return home during regular meal time.

K. If an employee fails to report for work as scheduled or as directed by his/her immediate supervisor, or to contact his/her immediate supervisor regarding absence from work, the University shall have the authority to discipline the employee.