


Name of Policy: Work Schedules for Hourly Employees Policy Number: 3364-25-13 Approving Officer: President Responsible Agent: Senior Associate Vice President and Chief Human Resources Officer Scope: The University of Toledo – hourly, non-bargaining unit employees, All Campuses		 Effective date: September 27, 2021 Original effective date: March 14, 2011	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo provides for the work schedule, rest period, and lunch period of hourly employees. Pursuant to the Ohio Revised Code, the normal full-time work week shall consist of forty (40) hours per week. The University may establish alternative schedules of work. The regular hours of work each day shall be consecutive except for interruption for an unpaid lunch period and rest periods. All employees scheduled work shifts shall have an established starting and quitting time.

(B) Purpose of policy

The purpose of this policy is to provide practices and expectations regarding schedules and to implement lunch and rest periods for hourly employees.

(C) Procedure

(1) Hours of work and work week

Management has the right to change this standard work-week due to operational needs. Some employees' work schedules may vary from those of their fellow employees due to University operational needs. Regular part-time positions are those for which hours shall be defined as being budgeted for less than forty (40) hours per week. A regular work shift shall be eight (8) hours or ten (10) hours or twelve (12) hours or flexible schedule of work, depending on the needs of the department, as well as confirmation from Human Resources.

(a) Main Campus

The work week shall be from Saturday at 12:01 a.m. through twelve (12) midnight the following Friday.

(b) Health Science Campus

The work week shall be from twelve (12) midnight Saturday through 11:59 p.m. the following Saturday.

(2) Lunch periods

The standard unpaid, uninterrupted lunch period will be at least 30 minutes. The supervisor will determine the appropriate lunch schedule, which will normally be scheduled in the middle of the shift. Employees who are required to work or be on call through part or all of their scheduled lunch will be compensated at the appropriate rate of pay.

(3) Rest periods

Employees are entitled to one fifteen (15) minute break period which is scheduled or available to hourly employees once during each four (4) hours of the shift. Rest breaks are not to be cumulative. If employees are required by their supervisor to work during their scheduled rest period, the supervisor shall schedule an alternative rest period. Foregoing rest periods cannot be used to compensate for a late arrival or early departure.

(4) Work schedules

Work schedules showing the employees' shift, work days and days off will be available indicating the current week's schedule on a department or area basis. All employees must follow the schedules as set forth by their respective department or area heads. If an employee has any questions concerning this schedule, the employee should consult the immediate supervisor. Posted schedules may be changed depending on operational needs of the institution. The employer will give as much advance notice to an employee as possible.

Employees may not switch schedules among themselves without their department or area head's prior approval.

An employee may be requested to work hours in addition to, or in lieu of his or her regularly scheduled shift depending upon department needs. Likewise, there may be emergency situations such as an internal or external disaster which would require additional staffing. Compensation for additional hours worked is discussed in

applicable policies. If an employee refuses to work in such an emergency situation without adequate reason, such refusal can be considered a serious offense and may justify disciplinary action.

(5) Call-In

When a full-time classified employee is called to report to work under the direction of an authorized supervisor at times other than those contiguous to the employee's normally scheduled shift, the employee is entitled to a minimum of four (4) hours of pay at time and one-half. Any work in excess of the four (4) hours will also be at the time and one-half rate of pay. The provision is not applicable to work that is a continuation of or immediately preceding the employee's regular work schedule.

(6) Overtime

An employee compensated on an hourly basis shall receive one and one-half times the employee's regular rate of pay for all hours compensated in excess of forty (40) hours in a work week. Under no circumstance may overtime be worked unless written authorization for said overtime is secured from the responsible supervisor prior to working the overtime hours. In emergency circumstances, verbal authorization may be given by the responsible supervisor. All overtime must be submitted in the method determined by the Payroll Office with the authorizing supervisor's approval. Failure to follow this policy of pre-approval and proper reporting of overtime through the Payroll Office will be grounds for discipline, up to and including termination.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. President</p> <p><u>September 27, 2021</u> Date</p> <p><i>Review/Revision Completed by: Senior Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-13, effective August 1, 2018</i> <p>Initial effective date: March 14, 2011</p> <p>Review/Revision Date: June 26, 2014, September 6, 2017, August 1, 2018, September 27, 2021</p> <p>Next review date: September 27, 2024</p>
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