

MEDICAL COLLEGE OF OHIO

Subject: HOURS OF WORK AND WORK WEEK/
NON-CONTRACT EMPLOYEES

Policy No.: 05-015

The regular hours of work each day shall be consecutive except for interruption for an unpaid lunch period and rest periods. Pursuant to the Ohio Revised Code, the normal work week shall consist of 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 plus an unpaid one-half (1/2) hour lunch period. Regular part-time positions are those for which hours shall be defined as being budgeted for less than forty (40) hours per week.

It is also possible for a budgeted full-time position to be reduced from the bi-weekly hours worked of eighty (80) hours to seventy-two (72) hours. This may be done by mutual agreement between the employee and his/her immediate supervisor. This voluntary reduction of hours will not affect the vacation accrual of the employee nor will it affect the retention of full-time benefits.

The Board of Trustees of the Medical College of Ohio, pursuant to the authority set forth in the Ohio Revised Code Section 3350.03, has authorized the proper administrative personnel to establish a plan for a voluntary biweekly work period of less than eighty (80) hours for certain employees of the Medical College of Ohio. If an employee upon request voluntarily requests a reduction in hours, and the request is approved by the appropriate administrative personnel, the employee will continue to be covered by the full fringe benefit package for which he/she was entitled at that time.

All employees scheduled work shifts shall have an established starting and quitting time. The work week shall be from twelve (12) midnight Saturday through 11:59 p.m. the following Saturday.

Source: Vice President for Operations

Effective Date: 05/28/84

Revision/Review Date:

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