


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-23</b>
<b>Subject:</b>	<b>Work Schedules</b>	<b>Effective Date:</b>	<b>May 1982</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

Work schedules showing the employees shift, work days and days off, will be posted on a bulletin board indicating the schedule of the current week, and at least two more weeks in advance, as outlined in the Labor-Management Agreement.

**Purpose**

To ensure that employees know in advance what their working schedule will be and may plan their personal schedule accordingly.

**Procedure**

1. It is expected that all employees will follow the schedules as set forth by their department head. If an employee has any questions concerning his schedule, he should consult his manager or supervisor. In staff support areas, work schedules must be arranged to provide proper care at all times of the day and night. In this regard, there may be those instances whereby an employee may be requested to work hours in addition to, or in lieu of his regularly scheduled shift. Likewise, there may be emergency situations such as an internal or external disaster which would require additional staffing. 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. Administration/Human Resources Department will be the judge of what can be considered an "emergency situation".
2. Schedules will be posted in locations that are mutually convenient for both the staff and management personnel.
3. Anyone altering or changing a posted schedule without the consent of the supervisor or manager responsible for the schedule may be subject to disciplinary action.

All posted schedules will reflect the manpower needed to meet the operational needs of the department as determined by the respective Manager.