


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-34</b>
<b>Subject:</b>	<b>Consecutive Working Hours</b>	<b>Effective Date:</b>	<b>January 1999</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

Campus Environment & Physical Plant hourly employees will not be required to work more than 14 consecutive hours.

**Purpose**

To promote safety and to ensure a maximum level of efficiency.

**Procedure**

1. No UT Facilities & Construction personnel will be required to work more than 14 consecutive hours unless management deems it an emergency.
2. When working it is the responsibility of the employee, supervisor and manager to notify or inform the individual that they have met or exceeded their reasonable obligation pertaining to an overtime situation.
3. Employees will only be requested to exceed their overtime obligation of more than 14 hours if:
  - A. No replacement can be found;
  - B. The employee agrees to exceed his/her 14 hour obligation voluntarily; (must talk to supervisor prior)
  - C. Is deemed vital to the operation of UT;
  - D. There are reasonable assurances that the employee can function in a safe manner.