(A) Policy statement

The University of Toledo provides for the work schedule, rest period, and lunch period of hourly employees.

(B) Purpose of policy

The purpose is to outline procedures to post and display schedules and to implement lunch and rest periods for the Main Campus and the Health Science Campus.

(C) Procedures – Main Campus

(1) The standard work-week for University operations is Monday through Friday with operations commencing from 8:15 a.m. to 5:00 p.m. each day. Management has the right to change this standard work-week due to operational needs. A standard schedule work shall consist of five consecutive days of eight hours each. Some employees’ work schedules may vary from those of their fellow employees due to University operational needs. Certain positions may involve different starting and stopping times and the supervisor will notify the employee of his/her work schedule. For purposes of computation of pay, the pay week is defined as Saturday at 12:01 a.m. through Friday midnight with a standard full-time work week consisting of 40 hours.

(2) Lunch and rest periods

The standard unpaid lunch period shall consist of 45 minutes. In areas in which the lunch period is non-standard, the supervisors will inform employees of the time and conditions under which the lunch period is to be taken and shall adjust the shift starting and leaving times accordingly. An employee may not shorten the lunch period in order to change his or her starting or leaving time.
In some departments the nature of work may require that the employee remain on call during the lunch period. Under these conditions, the lunch period will be considered part of the work day and compensated at the appropriate rate of pay.

Supervisors will see that one fifteen (15) minute break period is scheduled or available to hourly employees once during each four (4) hours of the shift. Rest breaks are not to be cumulative. Foregoing rest periods cannot be used to compensate for a late arrival, early departure, or to extend the lunch period.

If employees are required by their supervisor to work during their scheduled rest period, the supervisor shall schedule an alternative rest period.

(3) 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 that is 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.

(4) 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, with the authorizing supervisor’s signature, via timecard, to the Payroll Office. 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.

(5) Compensatory Time

Eligible employees may elect to accrue compensatory time off instead of overtime pay for any overtime worked. Such compensatory time will be accrued at the rate of 1-1/2 hours off for each overtime hour worked; must be granted by the employee’s supervisor at a time mutually convenient to the employee and the University operations; and must be taken within 180 days of accrual. If not taken, accrued compensatory time will be paid at the current hourly rate upon expiration of the 180 days and will not be compounded with other rates of pay.

When an employee’s accrued compensatory time reaches the maximum limit of 240 hours, the employee will automatically be paid for any additional overtime earned. An hourly
employee can use compensatory time off in lieu of monetary overtime compensation at the employee’s request and if scheduling can be accommodated by the employee’s department.

An Absence Report must be submitted whenever accrued compensatory time off is used by the employee.

(D) Procedures – Health Science Campus

(1) Hours of work and work week non-contract employees

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.

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.

(2) Work schedules

Work schedules showing the employees’ shift, work days and days off, will be posted on bulletin boards in all major areas indicating the current week’s schedule, and two more weeks in advance, unless there is a mutual agreement to a different system on a department by department or area basis.

It is expected that all employees will follow the schedules as set forth by their respective department or area heads. If an employee has any questions concerning this schedule, he or she 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.

There may be those instances whereby an employee may be requested to work hours in addition to, or in lieu of his or her regularly scheduled shift.

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. The Human Resources Office will determine what can be considered an "emergency situation".
(3) Lunch period

All employees will be scheduled a one-half (1/2) hour lunch period during each work shift of at least six (6) hours. This lunch period shall be scheduled as near as possible to the middle of each work shift. Whenever an employee is requested to work overtime which will exceed three (3) additional working hours in any working day, the employer shall grant the employee one-half (1/2) hour with pay to obtain a meal.

If employees are required by their supervisor to be on-call or work during their scheduled lunch period, the supervisor shall assign an alternate lunch period if possible. In the event employees are required to work during their lunch, and in fact, miss their lunch period, the employee shall notify the immediate supervisor in writing as soon as possible, but no later than the end of the employee's next work day. If verified by the supervisor, thirty (30) minutes shall be credited to the employee's time card and such time shall be included in the calculation of overtime.

Only with prior approval of the supervisor may one or both breaks be combined with lunch period. Such approval shall only be granted on a day-to-day basis.

(4) Rest period

Supervisors will see that one fifteen (15) minute break period 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. No employee may forgo a rest break to make up for time caused by starting late or quitting early.

Only with the prior approval of the appropriate supervisor may one or both breaks be combined with the lunch period. Such approval shall only be granted on a day-to-day basis.

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<tr>
<th>Approved by:</th>
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<td>Lloyd A. Jacobs, M.D.</td>
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<td>President</td>
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