

STANDARD WORKWEEK AND HOURS OF WORK

1. STANDARD WORKWEEK

- a. The Fair Labor Standards Act (FLSA) requires the establishment of a **regularly recurring workweek of 168 consecutive hours** for employees who are subject to the wage and hour provisions of the FLSA, e.g., employees who submit time and attendance records.
- b. Work by subject employees (also referred to as “non-exempt” or “hourly”) in excess of 40 hours during the 168 consecutive hour period that constitutes the workweek is compensable as overtime.
- c. The 168 consecutive hours from 12:01 a.m. Saturday through midnight Friday constitute the University’s standard workweek on the Reynolda Campus.

2. STANDARD WORK SCHEDULE

- a. The standard work schedule for staff of the Reynolda Campus in FLSA-subject staff positions is based on 37.5 hours of work per week. The normal daily work schedule adopted by the University is seven and one-half hours plus a lunch period of one hour covering the hours of 8:30 a.m. – 5:00 p.m., Monday through Friday.
- b. Several FLSA-subject staff positions have alternative work schedules based on 40 hours of work per week. Most of these positions are located in the Facilities Management Department and the University Police Department. The daily work schedules, days of the week, lunch periods, and hours of work for these employees vary significantly.

3. LUNCH/DINNER MEAL PERIODS

Unless otherwise approved by the appropriate department or office head, schedules for staff employees subject to the FLSA are to include a meal period of at least 30 uninterrupted minutes. The normal daily schedule includes a lunch period of one hour. (NOTE: If an employee’s lunch period is interrupted by a request to return to work to the extent that less than 30 uninterrupted minutes are provided, the entire period is compensable as work time.)

4. REST PERIODS (BREAKS)

- a. Although the FLSA does not require that employees be given rest periods, supervisors of staff employees working on the Reynolda Campus have the discretionary authority to permit a rest period of not more than fifteen minutes during each four-hour period of work. Rest periods are in addition to the regular lunch period of one hour.
- b. When rest periods are authorized, they should be arranged so that disruptions of work and services are held to a minimum.

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- c. Rest periods may not be used to extend the lunch hour, nor may they be omitted in order to shorten the workday or cover an employee's late arrival.

Drafted by the Director of Human Resources, March 26, 2001

Approved by the President, March 28, 2001