Policies for Temporary Employees

Work Schedules, Hours, Uniforms
Temporary 4.1
Revised May 31, 2012

This policy applies to all Temporary employees.

A. Recordkeeping responsibilities

1. Weekly work schedules should be documented and maintained with other payroll-related records within the department.

2. It is each employee's responsibility to accurately record all hours worked on the university-provided timekeeping device.
   a. This includes work conducted for the University remotely, whether at an offsite location or via electronic device-unless the work is de minimis.

3. It is each department's responsibility to maintain a record of all hours worked and to submit the record to the campus Payroll office.
   a. Each employee must submit the recorded time to his or her supervisor for approval, before the department submits the record to Payroll.

B. Work schedules

1. The workweek for all campuses and departments begins and ends at midnight on Saturday.

2. The basic full-time work schedule consists of 40 hours in each workweek.

3. Employees should not be scheduled to work on a regular basis on more than six days of the week.

4. Advance notification of a change in a Temporary employee's work schedule--or notification of a lack of work--is encouraged, although not required. Employees do not receive pay for cancelled work, and no payment other than the regular hourly rate is received for rescheduled workdays or starting times.

C. Rest periods

1. Efforts will be made to permit employees to take rest periods. Reasonable breaks are normally 15 minutes during each half day of work.

2. Breaks should be scheduled so that the efficiency of the work unit does not suffer. This can be accomplished by staggering the times for rest periods.

3. For employees required to work in adverse conditions (e.g., extreme cold), the supervisor may use discretion in scheduling additional breaks.
4. Time allowed for rest periods is not cumulative and is not intended to cover late arrival or early departure.

D. Lunch breaks

Employees should not be required to work more than six consecutive hours without a minimum of a one-half hour lunch period free from the job.

E. Uniform change time

Employees who are required to wear uniforms, but who are not permitted to wear uniforms to and from work, are allowed ten minutes in the scheduled work period for changing into and out of uniforms.

F. Off-campus work and travel time

1. When departments require Temporary employees to perform a work assignment, attend class, etc., at a location away from the campus of their normal work assignment, they are eligible for pay for the time spent on the activity.

2. **Lectures, Meetings and Training Programs.** Approved attendance at lectures, meetings, training programs and similar activities is work time if one or more of the following occur: attendance is during normal work hours, attendance is required by the university, the event is work related, or university work is performed.

3. **Conferences.** When attending a conference, once daily conference activities are completed daily and the employee's time is his/her own; the time is not work time. Time spent on meal breaks, sleeping, and attending voluntary social events presented as part of the conference is not considered work time.

4. **Travel Time.** The principles which apply in determining whether time spent in travel is work time depends upon the kind of travel involved.

   a. Travel time during normal work hours is work time

   b. **Home to Work Travel:** An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary commuting, which is not work time.

   c. **Home to Work on a Special One-day Assignment in another City:** An employee who regularly works in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city in excess of the time the employee would normally spend commuting to the regular work site is work time.

   d. **Overnight Travel Away from Home Community:** The following provisions apply to travel time that keeps an employee away from home overnight:

      - Driving that the employee is required to perform is work time.
      - Time when work is performed while traveling is work time.
      - Travel time during normal work hours is work time.
      - Travel time on a day off during hours that are normal work hours during the week is also work time.
      - Travel time not covered above is not work time.
      - A break in travel for meals is not work time.
      - Time at the destination when the employee is free to come and go as he or she wishes is not work time.

G. Training and education

1. Supervisors may require employees to attend certain programs or classes to acquire needed job-related
training. The time in attendance is counted as time worked and the employee is paid.

2. Time voluntarily attending programs or classes is not counted as time worked and is not paid.