Work Schedules, Hours, and Uniforms

Effective: February 1, 2013  
Last Updated: July 1, 2014

Responsible University Office: University Human Resources
Responsible University Administrator: Senior Vice President and Chief Financial Officer
Policy Contact: University Human Resources

A. Scope

This policy applies to all Police Service Staff employees at Bloomington, IUPUI, Northwest, South Bend, and Southeast.

B. Policy Statement

1. Workweek and work schedules
   a. The workweek for all campuses and departments begins and ends at 12:00 midnight on Saturday.
   b. The basic full-time work schedule normally consists of 40 hours in each workweek. Schedules different than 40 hours per week are to be approved by the campus Human Resource office with written notification to campus Payroll.
   c. Every effort will be made not to schedule an employee for more than 16 consecutive hours.

2. Rest periods
   a. Police Service staff are permitted to take rest periods which would normally be 15 minutes during each half day of work including overtime periods when possible.
   b. Time allowed for rest periods is not accumulative and is not intended to cover late arrival or early departure.

3. Meal breaks
   a. By mutual agreement between the Police Service staff and the IU Police Department, an officer who
works more than six consecutive hours will receive a paid meal break that is built into the shift. Police Service employees are expected to be available at all times during the meal break.

4. **Shift preference for vacancies**
   a. Shift preference, for job openings (as described in the Advertising Job Openings policy) having identical duties and responsibilities, is given in order of occupational unit seniority. This is not applicable in units where the practice is to rotate shift assignments on some regularized basis.

   b. In the event that a campus department utilizes a shift bid process when assigning Police Service Staff shifts at that campus the following must occur:
      i. The shift bid process will take place at least annually.

      ii. The shift bid results must be provided to employees at least 30 days prior to the shift effective dates.

      iii. The shift bid priority is based on occupational unit seniority (which includes occupational seniority of transferred employees).

5. **Time clocks**
   a. All Police Service employees will use time clocks or the equivalent electronic system that the university provides to clock in and out if it is available where the employee normally works.

6. **Flex Time**
   a. Indiana University encourages operating units to accommodate the childcare, family care, and other personal needs of employees to the extent possible and consistent with the requirements of the operating unit. See the Procedures section for the details for considering a flex time request.

C. **Procedures**

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

   b. It is each employee’s responsibility to accurately record all hours worked on the university-provided timekeeping device or form.

   c. It is each department’s responsibility to maintain a record of all hours worked.

   d. Each employee must submit the recorded time to his or her supervisor for approval. The supervisor is responsible for verifying the accuracy of the time submitted.

2. **Flex Time**
   a. Flex time refers to a change in a work schedule for a single event or series of events that may span several months, but is not a permanent change of a work schedule.

   b. The decision to grant a request for flex time is the sole discretion of the university. It is not required that flex time be uniformly available to all positions in a department or operating unit. Not every
function is conducive to flex time because of the requirements of operating units. This should not deter supervisors from approving a flex time request for positions where such scheduling can be accommodated.

c. Flex time does not alter the responsibility and authority of department heads to establish and change work schedules as described in the Work Schedules, Hours, Uniforms policy and the Overtime policy. An operating unit that has granted a flex time request may discontinue or alter the arrangement if work needs change or if service is impaired.

d. Flex time is a special arrangement and a privilege and is not subject to the grievance procedure.

e. When an employee desires a change in work schedule, the employee will submit the request in writing to the Department Head, or designee, at least 24 hours in advance of the event or beginning of the series of events for which the request is made.

f. Conditions for granting a flex time request include:
   i. The requested flex time must not interfere with the efficient operation of the university nor adversely affect the services that are provided to students, other operating units, or the public.
   ii. The quantity, quality, and timeliness of employee work must be maintained.
   iii. Adequate supervision and employee accountability must be maintained.
   iv. Flex time must not cause or contribute to the need for additional staff or overtime work.
   v. Rest periods are a normal part of the paid work schedule. Time allowed for rest periods is not cumulative, and therefore cannot be incorporated into a flex time request.

3. Off campus work
   a. When a Police Service Staff member is required by his/her department to perform a work assignment, attend class, etc., at a location away from the campus of his/her normal work assignment, the following should be adhered to in determining the employee’s eligibility for pay:
      i. Travel time during normal work hours is work time.
      ii. Travel time in excess of the time required to travel from the employee's residence to his/her normal work station, provided it is outside of the normal daily work schedule, should be considered as hours worked.
      iii. Any break in such travel time for meals is not compensable and should be subtracted out of the hours worked.
      iv. If such travel should require overnight lodging, the time that the employee is free to "come and go" as he/she pleases is not considered as time worked.
   b. 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:
      i. Attendance is during normal work hours.
ii. Attendance is required by the university.

iii. The event is work related.

iv. University work is performed.

4. Uniforms
   a. The University will provide Police Service employees with the necessary protective equipment and uniforms consistent with current law enforcement standards and guidelines.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy

hr.iu.edu/policies/police/schedules_hours_uniforms.html