Work Schedules, Hours, and Uniforms

A. Scope

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

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. Staff members should not be scheduled to work on a regular basis on more than six days of the week. Administrative office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour off for lunch each day, unless a different schedule is necessary for proper functioning of the department.

2. Rest periods
   a. Efforts will be made to permit employees to take rest periods which would normally be 15 minutes during each half day of work including overtime periods. See the Procedures Section for the provisions for scheduling rest periods.
   
   b. Time allowed for rest periods is not accumulative and is not intended to cover late arrival or early departure.
3. Lunch Breaks
   a. Service Maintenance employees receive one-half hour off for lunch each day, unless a department has established a different schedule. 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. The University will provide an appropriate place for employees to eat their lunches.
   
b. By mutual agreement between the employee and the supervisor, an employee can work more than six consecutive hours without an unpaid lunch break of 30 minutes or more, either as an occasional adjustment to the work schedule or on a regular basis as an alternative or flexible work schedule.

4. Uniform change time
   a. Employees 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.

5. Shift preference
   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. Once shift preference has been exercised for a given job vacancy, the employee must wait until another job vacancy occurs to again exercise his or her shift preference based on his or her occupational unit seniority.

6. Time clocks
   a. All Service Maintenance 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.

7. 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. This includes work conducted for the University remotely, whether at an offsite location or via electronic device-unless the work is de minimis.
   
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. Scheduling Rest periods

a. 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 so that all employees in the department or within the work group are not taking a break at the same time.

b. For employees required to work in adverse conditions, i.e., extreme heat or cold or noxious fumes, it may be advisable to schedule additional break periods. Such a decision is a matter within the discretion of the supervisor on the scene.

3. 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.

4. Meeting attendance

a. It occasionally becomes necessary for employees whose normal shift begins between 4:00 p.m. and 4:00 a.m. to attend University-related meetings during the day. When the presence of an employee is required at a University-related meeting during the hours that the employee is normally scheduled off, the time actually spent in such meetings shall be compensated with supervisory approval, with
compensatory time off. Such compensatory time shall be scheduled, if practical, by late arrival or early departure on the shift immediately preceding or immediately following the meeting. It is the department’s decision to pay or grant the time off.

5. Off Campus Work
   a. When a Service Maintenance 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.

6. Uniforms at South Bend
   a. Employees shall have their uniforms replaced in accordance with the following schedule:
      i. Five (5) uniform replacement sets at two (2) year intervals.
      ii. One (1) coat at four (4) year intervals.
   b. Service Maintenance employees are not required to return their uniforms.
   c. Short pants are an acceptable part of the Facilities Management uniform except where safety concerns exist, such as with the handling of chemicals.
   d. Blue or black denim long pants are acceptable for wear by Service-Maintenance Staff provided they do not have holes, tears, patches, or external appliqué’s. The university will not provide for laundry or replacement of these pants purchased by the employee.
   e. Safety footwear- The University will determine the need for safety footwear based on position. If the University determines that safety footwear is necessary for a particular position, the employee will be reimbursed up to $100 for the cost of such safety footwear, no more frequently than every other year;
provided however, that replacement safety footwear will only be reimbursed if the original footwear was damaged or worn out in the line of work for the University (such that the footwear is no longer able to provide the designed level of safety). The employee will purchase the footwear and present the footwear and the receipt for them to the Director of Facilities Management (or designee) for reimbursement. New staff employees will be required to purchase the footwear appropriate for their job assignment. The new employee shall be reimbursed the $100 upon successful completion of the New Employee Evaluation Period.

7. **Personnel Protective Equipment**
   a. Any protective items such as goggles, face shields, gloves, etc. shall be provided by the University for the employee.

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/sm-all/schedules/work_schedules.html

F. **Related Information**

Overtime for Staff and Temporary Employees

G. **History**

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.