

Last Update: 04-21-22

Standard Operating Procedures

Work Schedules



Standard Work Schedules

UW System policy states that institutions will be open Monday to Friday from 7:45 a.m. to 4:30 p.m., with intermissions from 11:45 a.m. to 12:30 p.m. The chancellor may adjust opening and closing hours and intermission periods as the institution's needs otherwise require.

Each department on campus is expected to maintain open office hours during these times. Employees may work beyond these times as well, as long as the office is still open during this timeframe.

Certain departments on campus may have operational needs that require work to be done outside of the standard office hours. In these instances, the supervisor of the department is able to adjust or modify schedules as needed for operational efficiency.

It is each supervisor's responsibility to clearly communicate the standard work schedule to all employees that work in the department.

Exempt and Non-Exempt Considerations

Employees that are exempt are paid a regular, monthly salary and do not receive overtime pay. Work schedules are based on the amount of time needed to successfully perform the job. While having a regular schedule is encouraged, there will be times when the hours actually worked by an exempt employee will fluctuate.

Employees that are non-exempt are paid an hourly rate for all work performed and typically have a schedule that is more routine and predictable. Anytime work is performed, it is required to be reported on the employee's timecard and employees are responsible for maintaining accurate time records that reflect their actual work hours.

Non-exempt employees are entitled to receive overtime pay for any hours worked over 40 in the work week. Overtime hours should always be pre-approved by the employee's supervisor. It is also up to the supervisor on whether or not compensatory time can be banked in lieu of paying overtime. If any employee works overtime hours without prior approval, they must still be compensated for the time worked but may be subject to disciplinary action for not getting prior approval or working when directed not to.

In some cases, overtime hours may be required. This can vary by department and operational need. The supervisor has discretion on how employees are selected for mandatory overtime.

Lunch and Break Periods

Allowing employees to take time for lunch and break periods is encouraged, although not required by law. It is recommended that a 15 minute paid break is allowed for each 4 hours of work. It is also recommended that an employee who is scheduled to work at least 8 hours at one time be allowed a longer break for lunch approximately halfway through their shift.

Because of the standard office hours stated in policy, a 45 minute lunch is observed in most departments. It may not be operationally efficient to have all staff in the department take lunch at the same time, therefore, lunch breaks may need to be staggered. There may also be departments on campus that have alternate ways to incorporate lunch breaks into their daily schedules. The supervisor should clearly communicate how lunch breaks will be observed to all employees that work in the department.

When observing a 45 minute lunch break, non-exempt employees must be relieved of job duties to have the time deducted from their pay. If a non-exempt employee performs any work during their lunch break or if the lunch break is less than 30 minutes, it must be paid. Because exempt employees are not paid on an hourly basis, lunch and break periods may not be as structured.

While having some flexibility in work hours is acceptable and can promote a positive work environment, expectations around flexibility should be clearly communicated between the supervisor and employee. If an employee wants to flex their work time outside of their normal work schedule, they should get prior supervisor approval. Some examples of flexibility applied inappropriately may include:

- Moving a 15 minute break to the beginning or end of a shift to come in late or leave early without supervisor approval or on a regular basis
- Combining breaks with lunch breaks to be out of the office for extended periods of time
- If exempt, missing work less than 2 hours on a consistent basis to avoid using paid time off

Summer Flex Schedules

Offices across campus are encouraged to take advantage of a summer flex schedule beginning the week following May-term and ending the week before Labor Day. In most areas, this means that supervisors are encouraged to let full-time staff flex their hours worked during the week to allow their workday to end at noon on Fridays. Staff are still expected to work or use leave to account for at least 40 hours during the week. Summer flex schedules do not mean that campus is closed on Friday afternoons, however staffing levels across campus may be very minimal.

There are some departments on campus that require 24/7 staffing or that cannot provide appropriate levels of campus support without minimal staffing on Friday afternoons. Supervisors in these areas are encouraged to find alternative ways to support summer flex schedules. For example, if an office needs to remain staffed during Friday afternoons, staff should rotate coverage and/or be allowed to flex time off to a different day during the week.

Employees that participate in summer flex schedules should ensure proper communication to internal and external customers, including using the “Out of Office” feature on e-mail and updating their voicemail greeting appropriately. Staff may also choose to maintain their normal work schedule during the summer and not participate in summer flex schedules.

Employees paid on an hourly basis should not flex their time before 6:00am or after 6:00pm because hours logged outside of this timeframe will process with shift differential pay in the timekeeping system.

Coverage during Holiday Periods

While campus is closed on legal holidays, there may be instances where the day after the legal holiday falls on a Friday. While campus will remain open on these days, some offices may choose to close or require only minimal staffing levels. In these instances, staff should flex their time appropriately or use paid time off to cover the hours missed from the normal work week.

If an office will be closed the day after a holiday, departmental communication should be updated appropriately. Some examples include using the “Out of Office” feature on e-mail and updating voicemail greetings appropriately.

Telecommuting

Telecommuting is offered at the discretion of the supervisor and is not an employee entitlement. Telecommuting is a tool that allows for flexibility in work options. It does not change the basic terms and conditions of employment. Telecommuting requests will be reviewed on a case-by-case basis.

Telecommuting can look differently depending on the position, department needs and employee preferences. There is not a one-size-fits-all approach to telecommuting due to the vast differences in the kind of work performed on each of our campuses.

Any discussions around telecommuting should also include discussion about:

- Needs of the department or unit
- Needs of the employee
- Employee’s work duties and the ability to measure or assess work performed
- Availability and costs of needed equipment
- Employee’s current and past job performance, as documented in performance evaluations

- Employee's work skills, including time management, organizational skills, self-motivation, and the ability to work independently
- Assessment of other employees in the immediate work unit performing similar responsibilities
- Effect on service
- Effect on the rest of the work group, unit or department
- Other items deemed necessary and appropriate

Additional information, including links to the policy and instructions on how to complete a telecommuting request, can be found on the university's telecommuting website:

<https://uwosh.edu/hr/policies-procedures/telecommuting/>

Inclement Weather and Emergency Conditions

Most often, the campus will remain open in times of inclement weather or emergency conditions. When the institution is not closed, employees are expected to report to work unless an absence or other arrangement is approved by the employee's supervisor. Employees are expected to notify their supervisors if they cannot report to work or will report late. Supervisors may require the employee to make up lost time if required for the operation of the work unit.

There may be rare occasions where threats to the health and safety of students, employees or the public do not allow for normal operations to continue. When the institution is closed, most employees will be directed to not report to work. Employees at work when the institution is closed will be given the option of remaining at work or leaving their worksite, operational needs permitting. This applies to all employees except employees whose continued presence is required.

Employees absent from work because of inclement weather or emergency conditions must use available vacation, accrued compensatory time, available holidays, or leave without pay to cover the absence, or they may arrange another work schedule with their supervisor. Supervisors may require the employee to make up lost time during the same workweek of the absence if required for the operation of the work unit. Employees who are not exempt from the Fair Labor Standards Act (FLSA) overtime pay provisions (i.e., those who must be paid overtime for hours worked over 40 in a workweek) must account for each hour of scheduled duty during the workweek. FLSA exempt employees may account for their time in a manner consistent with their professional responsibilities, as approved by their supervisor.

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Source	Name	Link
UW System Administrative Policy 1227	Standard Office Hours, Legal Holidays and Other UW System Institution Closures	Policy
UW System Administrative Policy 1228	Telecommuting	Policy
UW System Administrative Policy 1235	Inclement Weather / Emergency Conditions	Policy
UW Oshkosh University Staff policy	Pay Determination Policy for University Staff	Policy
Department of Labor – Wage and Hour Division	Fair Labor and Standards Act (FLSA)	Website