

University Policy 200.03
WORK HOURS AND ATTENDANCE

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide convenient and consistent operating hours for its customers and all other persons desiring to transact business with the University.

Statement of Purpose

This policy establishes guidelines regarding the work hours and attendance for full-time employees. It is the responsibility of the University to ensure that normal operating hours are maintained to provide adequate customer service to students, faculty, staff, and the general public. The University may set or adjust the work schedule, when appropriate, to promote efficient operations. As a general condition of employment, employees are required to adhere to the work schedule designated by the University.

Applicability

This policy is applicable to all administrators, staff, and hourly employees.

PROCEDURES

Work Schedule-Hours of Work

The normal operating hours for the University consist of eight working hours, 8 a.m. - 5 p.m. The standard workweek consists of a five-day week, Monday through Friday, 40-hour per week schedule for every seven calendar-day period. (Refer to University Policy No. 200.07: Policy on Summer Flexible Working Schedule for exceptions to the normal working hours).

The University permits alternate work schedules, flexible work hours, and rotational shifts for law enforcement officers, residential life employees, etc. In most cases, the alternate work schedules and rotational shifts maintain a 40-hour work week, but do not include the standard workday hours. These schedules are utilized when it is necessary to accommodate and serve beyond the standard operating hours. These schedules are necessary to provide optimal security and

coverage for the University. Supervisors have the option to alter work schedules to accommodate departmental needs.

The University may establish alternate work schedules that may **NOT** maintain a 40-hour workweek and consist of rotational shifts on a predetermined cycle. For certain employees, such as law enforcement officers, the Fair Labor Standards Act (FLSA) permits arrangements which do not require a 40-hour work week.

Adjustments to Work Schedules

The University must provide an employee with at least a seven (7) day notice of any changes in the normal work schedule.

Emergency Situations: In emergency situations, an employee's work schedule may be adjusted temporarily. The work schedule may not be adjusted continuously to meet the employee's personal needs.

Religious Accommodations: To promote diversity and to comply with applicable law, the University permits absences from work for employees to participate in religious observances. Examples of religious observances include, attending worship services, praying, wearing religious garb or symbols, displaying religious objects, and adhering to certain dietary rules. Employee's request for reasonable religious accommodations, including requests for time off from work or school activities, should be accommodated unless the University would suffer undue hardship by granting the employee's request. These absences must be arranged with the employee's supervisor, who is encouraged to accommodate the employee's request to the extent that it is practicable. Employees are responsible for giving supervisors at least a two week notice of the proposed absence, when possible. Employees may request this time as either paid vacation or time off without pay or, in certain circumstances, have the option to make up equivalent time by arrangement with their supervisor.

Lunch Schedules and Breaks

The University strives to schedule lunch and/or breaks as described below, with the least interruption to the daily operations.

Lunch Schedule

Exempt employees are encouraged to take their lunch breaks between 12 noon and 2 p.m. Non-exempt employees normally receive one hour of unpaid leave between the hours of 12 noon and 2 p.m. for lunch. The lunch schedule will vary for employees on an alternate work schedule.

Impermissible use of Lunch Schedule

- The lunch schedule may not be used to compensate for an employee's late arrival or early departure, or to cover time off for other purposes.

Breaks

Non-exempt employees are permitted one 15-minute rest break in the morning and one 15-minute rest break in the afternoon. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure time.

Employee Responsibility for Attendance

- Employees are required to adhere to their work schedules by reporting to work at the specified starting time, departing at the specified ending time, and taking lunch schedule as authorized.
- Employees are expected to notify their supervisors as soon as possible if they expect to arrive to work late or will be absent due to an emergency or illness.

RELATED POLICY

Summer Flex Schedule

Documentation (Tools and Forms) available on HR website -
Claflin.edu/about/offices-services/policies-and-procedures

MINOR REVISION DATE - October 2021

