



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Hours of Work

Policy:

In various departments, the schedule and number of work hours vary as required by the nature of services performed. All overtime must be approved by the supervisor/department head and must be critical to the success of the department/university. All administrative offices are open 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. on Friday. Any variation from this schedule which may seem necessary because of the type of service rendered by a particular department must be approved by the President/IEO.

Employees are expected to report to work on time daily, and to remain on the job throughout regular work hours. Employees must have prior approval from the supervisor/department head before taking personal leave. An unexcused absence of three (3) consecutive scheduled work days constitutes job abandonment and is grounds for immediate dismissal.

Should an unforeseen emergency arise, employees are required to call in to their immediate supervisor one (1) hour prior to their assigned work shift. Violation of this policy could result in disciplinary action, up to and including termination.