



UNIVERSITY OF DENVER
POLICY MANUAL
HOURS OF WORK

Responsible Department: Human Resources and Inclusive Community
Recommended By: Provost, VC Human Resources and Inclusive Community
Approved By: Chancellor

Policy Number
3.10.030

Effective Date
6/8/2018

I. INTRODUCTION

This Policy provides an overview of both the standard and flex-time work week the University, as well as the applicable labor laws that the University must adhere to.

II. POLICY OVERVIEW

Work Schedules

The standard work week for full-time appointed employees is 37 and 1/2 hours, divided into 5 days, Monday through Friday, with employees regularly scheduled to work 7 and 1/2 hours per day or the equivalent thereof. Some departments operate on a 40-hour work week as designated by the University.

The standard hours of operation for University departments and offices are Monday through Friday, 8:00 A.M. to 4:30 P.M. University departments and offices are expected to remain open for business between noon and 1:00 P.M. by using a flex-time schedule, unless impractical.

Generally, employees receive a one-hour unpaid meal period, which will normally be taken between 11:00 A.M. and 2:00 P.M.

For employees wanting to deviate from the standard work week, please refer to the subsection entitled Flex-Time below.

III. PROCESS OVERVIEW

A. Flex-Time

As an alternative to the standard 8:00 A.M. to 4:30 P.M. work week, employees may request a flex-time work schedule under which employees could normally begin their workdays anytime between 7:00 A.M. and 9:00 A.M. daily on the hour or half hour.

Supervisory approval for a specific flextime work schedule is required in advance; the

schedule must accommodate the requirements of the department.

The University retains the right to specify certain designated work hours affecting all employees or groups of employees. Daily and weekly work schedules may be changed from time to time at the discretion of the University to meet varying business conditions. Changes in work schedules will be announced as far in advance as practical.

B. Provisions of the Fair Labor Standards Act

The University defines exempt and nonexempt employees in accordance with the provisions of the Fair Labor Standards Act, and otherwise meets the requirements of the Act.

Compensation for overtime hours worked is governed by the provisions of the Fair Labor Standards Act. Employees eligible for overtime pay **must** receive prior authorization to work overtime from their department or budgetary manager.

Non-exempt employees will receive overtime pay computed at 1 1/2 times the hourly rate for all hours worked over 40-hours in 7 consecutive day work week.

The 40-hours of work excludes paid time off not worked; holidays, vacation and sick leave.

C. Payroll Records

Federal and state laws obligate the University to maintain specific records regarding hours worked. Employees are required to record their work hours and leave time taken on the appropriate time record forms. Hours worked and leave time taken must be recorded accurately, and falsification of a time record is grounds for disciplinary action.

IV. DEFINITIONS

None