

 UNIVERSITY of DENVER	UNIVERSITY OF DENVER POLICY MANUAL HOURS OF WORK FOR STAFF		
Responsible Department: Human Resources and Inclusive Community Recommended By: Provost, VC Human Resources and Inclusive Community Approved By: Chancellor	<u>Policy Number</u> HRIC 3.10.030	<u>Effective Date</u> 9/14/2021	

I. INTRODUCTION

This Policy provides an overview of the University’s policy on the work week, lunch and rest breaks, flex time, over time and payroll records for University staff, as well as the applicable labor laws with which the University must comply.

II. POLICY OVERVIEW

A. Work Week

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 workweek 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., however some units have extended hours. University departments and offices are expected to remain open for business between noon and 1:00 P.M. by scheduling employees’ breaks to allow for coverage, unless impractical.

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

B. Work Day

Generally, hourly employees (non-exempt) receive a half-hour unpaid meal period, which will normally be taken between 11:00 A.M. and 2:00 P.M.

In addition to lunch, per Colorado state law, hourly employees shall have an opportunity for a compensated 10-minute rest period for each 4 hours of work, or

major fractions thereof, for all employees, as follows:

Work Hours	Rest Periods Required
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3

Exempt employees are likewise entitled to similar lunch and rest breaks as the workload and business needs permit.

Absent express written supervisor approval for unique circumstances, for hourly employees, rest and lunch cannot be combined or used to come in late or leave early.

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 written approval for a specific flex-time work schedule is required in advance; the schedule must accommodate the requirements of the department. Flex schedules can be withdrawn or modified at the sole discretion of the supervisor.

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. Overtime and 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 a 7 consecutive day work week. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday. For hourly employees, a supervisor's written approval is required before overtime is worked.

For salaried, non-hourly (exempt) employees, it is expected that full-time employees will work a minimum of 37.5 hours per week, however exempt employees are occasionally expected to work more than 37.5 hours per week to complete their work and are not eligible for overtime.

The 40-hours of work for the purposes of overtime excludes paid time off, and days not worked such as holidays, vacation, jury duty, bereavement, leave without pay, and sick leave.

C. Payroll Records

Federal and state laws obligate the University to maintain specific records regarding hours worked. Employees are required to accurately and completely record their work hours and leave time taken on the appropriate University time record system, which will be used to calculate an employee's pay. Employees with personal records of hours worked should immediately share any discrepancies between their personal records and the University' time record system with their supervisor.

If there is an overpayment, the employee will be required to reimburse the University for the overpayment.

Employees should contact their supervisor with any questions or mistakes about how their pay has been calculated as soon as possible. Employees also should immediately report to Human Resources and Inclusive Community if they perceive that anyone is discouraging them from recording their hours of work properly. The University will not retaliate against any employee for coming forward with a concern.

Hours worked and leave time taken must be recorded accurately, and falsification of a time record is grounds for disciplinary action.

IV. DEFINITIONS

None

Revision Effective Date	Purpose
9/14/2021	<i>Updated to meet requirements of Colorado law</i>