

STOCKTON UNIVERSITY



POLICY

Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing

Policy Administrator: Assistant VP for Human Resource Operations and Payroll

Authority: N.J.A.C. 4A:6-2.1

Effective Date: January 20, 1975; May 30, 2009; August 10, 2010; February 16, 2011; September 26, 2018

Index Cross-References: Policy VI-23 Managerial Hours of Work

Policy File Number: VI-11.1

Approved By: Board of Trustees

Departmental Office Hours - The University requires that all offices have staff coverage minimally from 8:30 a.m. to 5:00 p.m. Monday through Friday. Staff may be required to have staggered starting and departure times to conform to the hours of coverage needed. This will be determined by the supervisor of the employing department.

Work Week - Regardless of the scheduled starting time, the standard hours for a work week are determined by the civil service title for a position.

Lunch Periods - Lunch periods are one hour or less in length. The department supervisor may assign staggered lunch hours to provide for adequate coverage. All offices should have complete telephone and office coverage at all times; whenever one must leave the office for any reason, co-workers should be advised.

Breaks - In accordance with the collective bargaining agreements, each employee will be given two 15-minute breaks. One is to be taken in the morning, and one in the afternoon. The unit supervisors will assign these breaks to ensure proper staff coverage of their offices. These breaks may not be combined or used by the employee at the beginning or end of the day or lunch period.

Emergency Closing - Normally the University will remain open to meet scheduled classes. This includes being open during periods of inclement weather. Closing of University facilities can be ordered only by the President or a designee. Evacuation of the University buildings, for example during report of a bomb scare, does not constitute the closing of the University and employees are expected to promptly return to the building at the end of the evacuation period.

If University facilities are ordered closed by the President or designee, then an excused non-chargeable absence will be granted to that group of employees specifically included in the emergency closing order. Unless notified that they or their shift is excused, essential employees are expected to report to work.

During inclement weather (for example a severe snowstorm) essential employees are expected to report to work after exercising caution and prudence in making the trip. Employees not present for duty will be charged with the loss of leavetime.

Review History:

	Date
Assistant VP for Human Resource Operations and Payroll	06/01/2018
General Counsel	06/27/2018
Cabinet	06/28/2018
President	07/02/2018
Board of Trustees	09/26/2018