

STOCKTON UNIVERSITY



PROCEDURE

Hours of Work for Executive and Managerial Employees

Procedure Administrator: Director of Human Resources

Authority:

Effective Date: January 7, 2009; May 30, 2009; August 10, 2010, July 1, 2017

Index Cross-References: Policy VI-11.1: Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing and Policy VI-23: Executive and Management Hours of Work

Procedure File Number: 6210

Approved By: Harvey Kesselman, President

Required Hours of Work for Executive and Managerial Employees:

1. Executive and Managerial employees are assigned a non-limited (NL) work week. Employees in a NL (non-limited) title are required to work a minimum of 35 hours each week with requirements for a longer workweek depending upon workload and special assignments. These employees may have irregular or variable work hours but are required to be at the University during established business hours.
2. There shall be no entitlement to any form of compensation for additional time worked during the workweek for Executive and Managerial employees.
3. Any change in normal work hours for Executive and Managerial employees requires the approval of the Divisional Vice President.
4. Any manager who works on a State Holiday is eligible for compensatory time credit on an hour for hour basis with his or her supervisor's approval.
5. Compensatory time earned must be used before a resignation or retirement.
6. No Executive or Manager shall approve their own timesheet.

Review History:

	Date
Director of Human Resources	6/9/2017
Executive Vice President	6/12/2017
President	6/13/2017