



## PROCEDURE

### Hours of Work for Managerial Employees

Procedure Administrator: Associate Vice President for Human Resources

Authority:

Effective Date: January 7, 2009; May 30, 2009; August 10, 2010; July 1, 2017; April 27, 2020

Index Cross-References: Policy VI-11: Holidays; Policy VI-11.1: Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing; Policy VI-23: Managerial Hours of Work

Procedure File Number: 6210

Approved By: Harvey Kesselman, President

#### Required Hours of Work for Managerial Employees:

1. Managerial employees are assigned a non-limited (NL) work week. Employees in a NL title are required to work a minimum of 35 hours each week with requirements for a longer work week 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 work week for Managerial employees.
3. Any change in normal work hours for Managerial employees requires the approval of the Cabinet Member/Divisional Executive or designee.
4. Any Managerial employee who works on a State holiday is eligible for compensatory time credit on an hour for hour basis with his or her supervisor's prior approval for work performed on the following State holidays ONLY: Presidents' Day, Good Friday, Columbus Day, Election Day, and Veteran's Day. A maximum of 7 hours per day can be accrued by working on any of the aforementioned holidays.
5. No compensatory time can be earned by Managerial employees for working on a Saturday or Sunday.
6. Compensatory time earned by Managerial employees must be used within the same calendar year that the time is earned.
7. Compensatory time earned by Managerial employees must be used prior to the effective date of the employee's resignation or retirement.
8. A Managerial employee transferring from one department to another is required to use accumulated compensatory time prior to transferring, unless circumstances prevent

using the time, and provided the Cabinet Member/Divisional Executive or designee of the transferee division approves.

9. Managerial employees may not earn compensatory time for work performed at any location other than the Managerial employee's regular or temporarily assigned place of employment.

10. Managerial employees shall not approve their own timesheet.

Review History:

	Date
Procedure Administrator	2/6/2020
Divisional Executive	2/6/2020
General Counsel	2/19/2020
Cabinet	4/23/2020
President	4/27/2020