



HUMAN RESOURCES MANAGEMENT POLICY

WORK SCHEDULE

POLICY 09

NOTE: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC). MUSC RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. POLICY

Work schedules should be aligned to meet the staffing needs of the University and to ensure compliance with State and Federal laws concerning recordkeeping for time worked, notification of wages and overtime pay.

- A. Employees established to work 40 hours per week are full-time. Employees established to work less than 40 hours per week are part-time.
- B. Due to the need to provide appropriate coverage for all University entities, no single work schedule applies to every department or all employees.
- C. Supervisors have the authority to determine the operational schedules for the various functions under their control and to make individual work assignments as necessary.
- D. No employee has a permanent work schedule. Changes in work schedules should be announced as far in advance as possible.
- E. Flexible work scheduling options may also be implemented.

- F. Non-exempt (hourly paid) employees must be compensated for all hours worked.
- G. Overtime must be paid, when appropriate, in accordance with Human Resources Management (HRM) Policy No. 11, Overtime. Compensatory time may be granted in accordance with Human Resources Management Policy No. 10, Compensatory Time.
- H. "Hours worked" by definition of the Fair Labor Standards Act, is the actual amount of time an employee is required or permitted to work for the employer, which includes all the time the employee is required to be on duty, on the premises, or at a prescribed place of work.
- I. "Hours worked" does not include meal breaks, holiday leave, sick leave, annual leave or any other absences. However, attendance at a meeting, seminar, or training session on or off campus is considered "hours worked" if the employee is authorized or required to attend.
- J. Exempt (monthly paid) employees are expected to perform their duties for whatever time may be required.

II. INFORMATION AND PROCEDURES

- A. The core hours for most MUSC entities are 8:30 am until 5:00 pm. Saturdays and Sundays are considered regular work days in departments for which continuous seven-day service is required.
- B. There is no universal work schedule for all employees. Supervisors determine the schedules for various functions under their direction and make individual work assignments as necessary. An employee's work schedule may be altered if the staffing needs of the assigned work area change.
- C. The work week consists of seven consecutive 24 hour periods beginning Sunday at 12:00 midnight and ending midnight Saturday. Non-exempt (hourly paid) employees who work in excess of 40 hours in a single work week will be paid overtime at the rate of 1 ½ times the employee's normal rate of pay; or, if mutually agreed upon, compensatory time will accrue at the rate of 1 ½ times for all time worked over 40 hours.
- D. Some examples of a normal workday for a full-time employee (40 hours) are:
 - 8:00 am – 4:30 pm with ½ hour for lunch = 8 hours
 - 8:00 am – 5:00 pm with 1 hour for lunch = 8 hours

8:30 am – 5:00 pm with ½ hour for lunch = 8 hours

8:30 am – 5:30 pm with 1 hour for lunch = 8 hours

- E. Morning and afternoon breaks, including smoke breaks, are not mandatory, but can be granted at the discretion of the supervisor. If breaks are granted, they are considered “hours worked”.
- F. Non-exempt (hourly paid) employees must be compensated for all hours worked. Employees record their time worked in the Kronos time keeping system. Overtime will be paid or compensatory time earned, when appropriate, in accordance with HRM policies.
- G. Employees should be treated equitably, and in the event of increased staffing needs, the overtime requirement should be distributed as evenly as possible. At the discretion of the supervisor, the work schedule of a non-exempt employee may be adjusted in order that the number of hours worked does not exceed 40 hours.
- H. If deemed necessary by their supervisor, non-exempt (hourly paid) employees may be required to work during their assigned meal periods and, if so, must be compensated.
- I. Documentation related to work schedules (e.g., Request for Leave forms, absentee calendars, or copies of compensatory time agreements) must be maintained by the employing department for a minimum of three calendar years. The Payroll department will maintain records of time worked through the Kronos system.
- J. Non-exempt (hourly paid) employees, who are regularly assigned to an evening, night, weekend, rotating, or a split shift may be eligible for shift differential. Refer to HRM Policy No. 15, Compensation, for additional information.
- K. Prior approvals must be obtained from the Department of Human Resources Management before scheduling employees for on-call pay.
- L. Some departments are able to offer a variety of work schedules and options to their employees, while providing efficient and effective services. The Department of Human Resources Management is available to discuss the following options and others that a supervisor would like to consider.
 - 1. Part-time employment: Employees who are established to work less than 40 hours per work week are considered part-time. A part-time schedule may mean fewer hours worked per day or fewer days worked

per week than a full-time (40 hours per work week) employee.

- 2. Flextime: Flextime usually means working a shorter work week, but longer days, i.e., working a 40 hour work week in four days. However, flextime can also include varying the times when employees start and end work and/or the days of the week employees work.
- 3. Job Sharing: With job sharing, two employees cover the same position, each working part-time. One employee may work in the morning, the other employee in the afternoon. Another option is that one employee works certain days in the work week and the other employee works the remaining days.

Approved by:	Information Contact	Revised
<hr/> Lisa P. Montgomery Vice President Finance & Administration	Department of Human Resources Management Classification/Compensation Section	February 2008