

WORK SCHEDULE

Hours

The University determines the work schedule, which may vary by department. All administrative staff positions are exempt from overtime and tracking hours worked. While the work hours may vary, generally the normal work week is 40 hours for full-time administrative staff.

Certain functions and/or departments within the University require special work schedules. These schedules are explained at the time of your employment.

Work schedules may be modified to accommodate the changing needs of the University.

Tardiness and Absences

Regular attendance and promptness is expected of all employees. An excessive number of either absences or tardiness, as determined by the manager, may result in disciplinary action up to and including suspension and/or discharge. Subject to the requirements of the Family Medical Leave Act, any absence from work regardless of cause or reason may be considered in determining excessive absenteeism.

If it is necessary for an employee to be late or absent for any reason he/she must advise his/her supervisor, and if not available, notify the University Telephone Operator no later than the normal reporting time. Failure to advise the University is cause for disciplinary action.

Emergencies

In the event of severe weather conditions, power outages, lack of heat or water, the University may find it necessary to close operations in all or some buildings. This may involve late openings or early dismissal, a partial closing involving one or more buildings for the full day, or closing the entire University for the full day. Inclement weather scheduling is coordinated from the Office of Human Resources. Questions regarding late openings/early closing and other special arrangements should be referred to this office to ensure policy is applied consistently and fairly for all.

In addition, the University has established an Emergency Conditions Telephone Number to provide consistent communications regarding work schedule delays or closings. The telephone number is (740) 587-5700. Employees should call this number during weather or other emergencies to hear a recorded message regarding the status of work schedules.

Because of unique work requirements, some departments may be required to continue operations during an emergency closing (e.g. Health Center, Heating Plant, Facilities Services, Security, and Switchboard). Denison University will compensate staff members for full or partial closings as follows:

Late openings/early dismissals/partial closings

Only staff members regularly scheduled for work in the area(s) affected will be compensated for the hours missed at their regular rate of pay.

Full closing

Staff members required to work will be compensated at their normal hourly rate of pay and will receive the equivalent time off at a future date to be coordinated with the department supervisor. All other

staff members regularly scheduled to work on the date of the closing will be compensated at their normal rate of pay.

When conditions such as snow, ice, etc., make it impossible for some employees to report for work during a day when the University remains open, a day of vacation must be used.

Flextime

The purpose of the flextime policy is to allow the arrangement of alternate work schedules that will meet the needs of the department and University and also accommodate employees' non-work life needs.

The department supervisor will review alternate work schedule requests and either approve or deny them. Because departmental work requirements vary across the University, there may be alternate work schedules available in some departments and none in others. Also, because the needs of the department are primary, a staff member's proposed flextime schedule will not be approved if it interferes with the work or service to be performed within the department, with other requirements of the department, with the work of other campus departments, or needs of students.

Alternate work schedules may be implemented under the following guidelines:

1. All alternate schedules require the approval of the department supervisor;
2. Alternate work schedules are made for up to a three- (3) month period and then are reviewed;
3. It must be understood that alternate work schedules may be reviewed and/or discontinued prior to the 3 month period if department needs require it or if the schedule becomes a problem;
4. Alternate work schedules to meet specific short-term needs or emergencies will continue to be coordinated with the department supervisor.
5. A four-day work week schedule may be approved if it is the only reasonable way to accommodate a legitimate personal need for an employee, as opposed to a simple preference. The divisional manager (VP Finance & Management, VP URPA, Provost, Director of Admissions, or VP Student Affairs) must give final approval to four-day work week schedules;
6. All alternate work schedules must be filed with the Office of Human Resources.

An example of an alternate work schedule follows: For 3 months the staff member agrees to come in at 7:00 am and leave at 3:00 p.m. daily (rather than 8:30 am to 4:30 p.m.) After the 3 month period the arrangement will be reviewed, unless if work or department requirements prompt a review sooner.