

ARTICLE 18

HOURS OF WORK

- 18.1 The workweek of full-time employees shall normally consist of forty (40) hours for five (5) days work in a seven (7) day period or eighty (80) hours for nine (9) days work in a fourteen (14) day work period. The Fair Labor Standards Act [FLSA], as interpreted by CSU FLSA Policy, currently governs Unit 1 employees. If the CSU decides to change the policy, UAPD will be provided notice. UAPD may request to meet and confer on the impact on bargaining unit employees of the change in policy.
- 18.2 The President shall determine the work schedule for an employee of the campus. When assigning work schedules, the CSU shall consider the employee's preference and the needs of the University. No employee shall have their work schedule changed without receiving a minimum fourteen (14) days prior written notification of such change, except in emergency situations. Employees may be permitted an alternative work schedule as mutually agreed with the President or their designee.
- 18.3 For those employees assigned a four (4) day workweek, the workday shall normally consist of ten (10) hours.
- 18.4 For those employees assigned a 9/80 work schedule, the employee shall work nine (9) hour shifts on four (4) consecutive days working each calendar week plus an additional eight (8) hour shift every other week.
- 18.5 Part-time employees shall be assigned hours and days of work on a proportional timebase as determined by the President.

Meal Periods

- 18.6 Employees working more than five hours shall be entitled to a meal period of not less than thirty (30) minutes, and not more than one (1) hour at a time designated by the appropriate administrator.
- 18.7 An employee required to remain on the job at their work area for the full shift period shall be permitted to take a meal period, of not less than thirty (30) minutes, and not more than one (1) hour, during worktime.

Rest Periods

- 18.8 Rest period schedules shall be determined by the appropriate administrator in accordance with the requirements of the department. When an employee is required to perform duties during a scheduled rest period, the appropriate administrator shall endeavor to reschedule the rest period for that workday.

Call Back

- 18.9 An employee may be called back to work at the discretion of the Director/Administrator. The Director/Administrator shall endeavor to assign call-back work on a volunteer basis. If no volunteers are available, or in an emergency situation, the employee who is called back shall be required to work. If an employee is called back to work, the CSU shall allow the employee to take informal time off during normal work hours equal to the call back time worked. The informal time off shall be taken within one hundred and eighty (180) days of the call back time worked. The scheduling of time off shall be subject to campus and Student Health Center operational needs.