

ARTICLE 12

HOURS OF WORK AND OVERTIME

A. HOURS OF WORK

1. Forty (40) hours of work shall constitute a regular work week for full-time bargaining unit members which shall normally be scheduled over not more than five (5) days of eight (8) hours per day, not including the meal break.
2. The work week shall commence at 12:01 a.m. Saturdays and terminate at 12:00 a.m. Fridays. The University may, at its discretion, implement flex-time schedules.
3. It is understood that some departments, locations and special circumstances, may require schedules of more than one shift per day and/or more than five (5) days per week. Therefore, employees may be scheduled for split shifts and/or work weeks other than Monday through Friday.
4. An eight (8) hour shift may be split within a twelve (12) hour time period. In such case where an eight-hour shift is split beyond a twelve-hour period, such hours in excess of twelve (12) shall count toward the calculation of overtime, in accordance with this Article (B) (1).
5. Employees shall, wherever practicable, be allowed to select their choice of shift in the order of their seniority, provided such selection ensures sufficient qualifications necessary to complete the assigned work tasks. The University reserves the right to make assignments as may be necessary for compliance with law and as dictated by the operational needs of the University.
6. In such case where selection of days off is an option, the employee shall be afforded his/her choice of days off in order of seniority. The same understanding regarding sufficient qualifications as described in this Article (A) (5) shall apply.
7. Where it has been past practice, the University will continue to post work schedules.

B. OVERTIME

1. Overtime shall be defined as a work assignment which causes an employee to be in an active pay status more than forty (40) hours in a work week or more than eight (8) hours in a work day.
2. When an employee is called to report to work outside his/her regularly assigned hours under instructions from the supervisor, other than a pre-arranged overtime assignment, the employee shall be entitled to a minimum of four (4) hours at the one and one half (1 ½) rate of pay if less than four (4) hours are worked or actual hours worked at one and one half (1 ½) if over four (4) hours.
3. If pre-arranged overtime assignments are scheduled at times not continuous with an employee's normal end-of-shift, the employee may elect to either continue his/her shift or leave the University and return to work at the scheduled start time of the overtime assignment. In either case, the University will provide the employee with four (4) hours of available work. The University will pay the actual time worked regardless of the option selected by the employee.
4. Overtime opportunities for full-time employees shall be equally distributed among such employees who customarily perform the work assigned, and who are available for assignment. Any such employee may reject routine or pre-scheduled overtime work provided another qualified employee in the same classification is available for the assignment. An employee who rejects

routine or pre-scheduled overtime shall be charged with the number of hours rejected and so shown on the posted overtime list.

C. COMPENSATORY TIME

1. In lieu of being paid time and one-half pay for work in excess of forty (40) hours in a work week or eight (8) hours in a work day, an employee may request compensatory time.
2. Where granted, compensatory time shall be given at the rate of one and one-half (1 ½) hours off (paid at the regular straight time rate) for each hour worked in excess of forty (40) in a work week or eight (8) in a work day.
3. Compensatory time off shall be applied for and taken in the same manner as set forth in Article 9, Section (D) vacation scheduling.
4. No employee may accumulate more than eighty (80) hours of compensatory time-off entitlement.

D. ON-CALL

1. Employees required to be on-call when off campus that results in the serious curtailment of the use of personal time will be paid \$1.50/hour during the designated on-call period. Employees required to have pagers or cell phones in order to be contacted by the employer are not eligible for on-call pay as long as they are not limited in conducting their personal affairs. On-call pay is not included in the calculation for overtime purposes.