

## **Chapter 14 Work Schedule**

### **14.01 Standard Hours**

Office hours are defined by statute as 7:45 a.m. - 4:30 p.m. with intermissions from 11:45 a.m. - 12:30 p.m. Opening and closing hours may be adjusted as the needs of the service otherwise require.

#### **Lunches and Breaks**

Employees working more than 4 hours but less than 6 consecutive hours in a single shift are expected to take a 15-minute paid break each day.

Employees working more than 6 consecutive hours in a single shift must take a minimum of a 30 minute unpaid lunch during their shift, in addition to two 15-minute paid breaks each day.

Lunches and breaks may not be combined to create a longer break, or to modify an employee's start or end shift times.

Modification of these lunch and break provisions may only occur through written work unit policy or through express written consent of the employee's supervisor.

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### 14.02 Alternative Work Schedules

#### Policy

The University of Wisconsin-Madison supports the use of alternative work schedules by full-time or part-time classified employees when these schedules are consistent with efficient and effective department operation. Individual employee scheduling flexibility and scheduling experiments affecting entire units are encouraged **so long as proper supervisory approval is obtained and the conditions in the sections below are met.**

Any classified employee may participate in an alternative work schedule experiment unless the employee is specifically excluded by University or department policy. Exclusions may be justified to assure that unit program and workload requirements are met.

#### Kinds of Alternative Work Schedules

Alternative work schedules for classified employees include, but are not limited to, the following:

**Flex-Time** — Normally a department sets standard hours of operation (7:45 a.m. to 4:30 p.m.) in a work week for classified employees. Flex-time permits individual employees to alter the standard hours on a daily basis. In such cases, departments may establish *core hours* when the employee must be present unless he or she is on leave status. For example, a department may require an employee be present between 9:00 and 11:30 a.m. and between 1:00 and 3:00 p.m. in order to meet the needs of the unit. These hours are *core hours*. The employee then may vary his or her work schedule daily around the core hours so long as he or she works the required number of hours per week.

**Variable Hours**—Variable hours, unlike flex-time, are fixed schedules which deviate from the 7:45 a.m. to 4:30 p.m. classified work day. The employee and the supervisor agree upon a fixed starting and ending time. The employee also may request to alter the lunch break from the standard 45 minutes. Unlike an employee on a flex-time schedule, the employee on a variable schedule does not have the flexibility to change the agreed upon daily begin and end time.

**Alternative Work Week** — An alternate work week plan enables a full-time classified employee to complete the basic work requirement of 40 hours per week in fewer than five full days. Unlike flex-time, hours are standardized by agreement between the employee and supervisor, and any deviation from the established hours is adjusted by the leave system. A four-day 40-hour work week (four 10-hour days) would be an example.

#### Policy Guidelines for Alternative Work Schedules for Classified Employees

Alternative work schedules should not adversely affect service to the University community or to the public. There cannot be a significant negative impact from flexible scheduling on other University units or state agencies.

Administrative offices must remain open for the statutorily required hours of 7:45 a.m. to 4:30 p.m. and reasonable staffing must continue to be provided during those hours. The standard work week for full-time employees on alternative work schedules is 40 hours per week for non-exempt (per Fair Labor Standards Act) employees and 80 hours per bi-weekly pay period for exempt employees. Unpaid lunch periods are a minimum of 30 minutes.

The quantity, quality and timeliness of employee work must be maintained or enhanced.

Proper supervision must be maintained.

Flexible scheduling should not create a need for additional staff, nor should it cause a unit's employees to generate overtime.

Breaks (rest periods) are a normal part of the work schedule and cannot be accumulated or otherwise included in computing lunch periods or start/end time.

Supervisors are responsible for ensuring that all hours are correctly tabulated and reported. Absences resulting from vacation, sick leave, personal holidays or, in some cases, compensatory time, will require charging the number of hours the employee normally was scheduled to work on the day(s) of absence to the appropriate leave accounts. For example, when an employee scheduled to work 10 hours per day for four days a week is absent, 10 hours will be charged to leave.

Employees on an alternate work week schedule cannot make up absences by working on a usual day off. Absences are charged as vacation, sick leave, personal holiday or, in some cases, compensatory time.

If a holiday falls on a scheduled work day, an employee scheduled to work more than eight hours that day must charge vacation, personal holiday or, in some cases, compensatory time, to account for the holiday time over eight hours. If a holiday occurs on an employee's scheduled day off, the employee is given credit for eight hours that may be used as a holiday at a later date.

### **Procedures for Alternative Work Schedules for Classified Employees**

**Develop Alternative Work Schedule Plans**—Alternative work schedules require written department plans. Plans may cover individual employee schedules or schedules of an entire work unit, department or college. Although plans may include various elements depending on the particular circumstances, plans always include:

- list of employees covered;
- hours of work under the alternative schedule, specifying core hours if the flex-time alternative is followed; and
- implementation plans for a trial period of a set duration followed by an evaluation.

**Approval of Classified Alternative Work Schedule Plans** – Flex-time, Variable Work Hours and Alternate Work Weeks—Deans, directors, and department chairpersons may approve plans for flex-time and variable work hours for their own units. If a plan involves represented employees, consult Classified Human Resources first because union agreement may be required to implement the plan. When a plan is approved, distribute copies to affected employees and the local union if represented employees are involved.

**Evaluation of Alternative Work Schedule** — Evaluate alternative work schedules at least yearly. An alternative work schedule may be discontinued or modified at any time if the supervisor of the unit finds the schedule inconsistent with the needs of the work unit or department (for example, if service to students or the general public deteriorates).

### **Reference**

For more detailed and specific information, contact Classified Human Resources.

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**14.03 Telecommuting Policy**

See Telecommuting Policy at:

[http://www.ohr.wisc.edu/ohr/telecommuting/Telecommuting\\_policy.doc](http://www.ohr.wisc.edu/ohr/telecommuting/Telecommuting_policy.doc)