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# SOUTHEASTERN

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L O U I S I A N A U N I V E R S I T Y

## Office Hours

This policy applies to classified employees only.

### **EMPLOYEE WORK SCHEDULES**

Regular University business hours during the fall and spring semesters are from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 12:30 p.m. on Friday. During the summer months, the regular University business hours are from 7:00 a.m. to 5:30 p.m. Monday through Thursday. Work days, hours, and meal breaks will be determined by each position and the department to which it is assigned. The immediate supervisor can alter meal breaks if necessary to continue services. Workdays, hours, and breaks may vary from the official office hours. Daily and weekly schedules may be changed from time to time at the discretion of the University to meet the varying conditions and class schedules, which are part of the University environment. Changes in work schedules will be announced as far in advance as possible and must be on file with the Human Resources Office.

### **FLEXIBLE WORK SCHEDULES**

While the University has established regular business hours, some campus departments may have business hours that differ, to provide appropriate service to their clientele. This may include departments with multiple shifts. Departments are encouraged to consider flexible work schedules when it is in the best interest of the University in providing services to students. Southeastern recognizes that flexible work schedules can improve morale, productivity and recognizes the contributions made before and after normal work hours; particularly by the professional staff. A flexible work schedule equals 40 hours per week but has different beginning and ending times from the University's regular business hours. A flexible work schedule is a privilege, not an employee right, and flexible work schedules are not appropriate for all job situations.

### **MEAL BREAKS AND WORK BREAKS**

A meal break must be at least 30 minutes to be considered a meal break. The amount of time assigned for meal breaks will vary from one department to another. The assigned meal break is to be included in the employees schedule and must be approved by the Human Resources

Office. Employees on the electronic time keeping system may be required to clock out for meals.

Each employee who works a regular day may be granted two (2) fifteen minute paid work breaks or rest periods. Breaks are to be taken individually and not back-to-back. If an employee is working with a customer, they are to complete that transaction before taking a break. Employees should not leave a customer waiting by going on break.

### **TIME REPORTING**

It is the policy of the University to comply with applicable laws that require records to be maintained of the hours worked by employees. To ensure that accurate records are kept of the hours employees actually work (including overtime hours worked where applicable) and of the accrued leave time taken, and to ensure that employees are paid in a timely manner, employees are required to record time worked and absences on the University's official time record form. At the end of the pay period employees should review their timesheet on line, making sure time is reported as it was worked, including any leave taken. Employees should report any discrepancies in time to the timekeeper. Once any problem is resolved, the employee should then certify the timesheet.

It is the employee's responsibility to ensure that all actual hours worked and leave time taken are recorded accurately. Falsification of payroll records is a breach of University policy, a violation of state law, and is grounds for disciplinary action, including termination for payroll fraud. Some areas have time clocks used by employees to clock in and out. NO employee is permitted to clock in or out for another employee. If for some reason an employee fails to clock in or out at the scheduled time, the employee should notify the immediate supervisor and the department timekeeper who will make the necessary corrections for the employee, which the supervisor must approve. The University has the authority to require overtime work as needed. Overtime must be approved in advance by the Department Head/Director of the respective area.

### **HOURS OF WORK**

The sole purpose of this section is to provide a basis for the computation of straight time and overtime. Nothing contained in University policy shall be construed as a guarantee or commitment by the University to any employee of a minimum or maximum number of hours of work per day, per week, or per year. The University's pay records, practices, and procedures shall govern the payment of all wages. The workweek consists of seven (7) days beginning at 12:01 am on Sunday and ending at 12:00 midnight the following Saturday. The regular workweek shall consist of forty (40) hours of work within the workweek. A workday is a period of twenty-four (24) consecutive hours from midnight to midnight. Employees required to work overtime shall be compensated at the appropriate overtime rate in accordance with Chapter 6 of the Civil Service Rules and the Fair Labor Standards Act, with the Fair Labor Standards Act taking precedence.

### **WORK WEEKS, ATTENDANCE, AND LEAVE RECORDS**

#### **Full-Time Employees**

For purposes of leave, appointing authorities shall designate and record the number of hours and days, which will constitute the regular work week of each full-time employee. The purpose of establishing the 40-hour week is to provide appointing authorities a system of accounting for and the taking of leave.

**Part-Time Employees**

For purposes of leave, appointing authorities shall designate and record the number of hours and days, which will constitute the regular workweek of each part-time employee.

**Intermittent Workers**

When the services of an employee are not needed on a regularly scheduled basis, the appointing authority may appoint an employee to serve on an intermittent hourly, daily, weekly, or monthly basis. Intermittent employees do not earn leave.

**Payroll Records**

Daily attendance and leave records shall be maintained for all classified employees. These records shall be certified by the employee and the appropriate supervisor and reported bi-weekly to the Payroll Office at the end of each regular pay period and maintained in the department's files. These records are subject to audit by the Office of Internal Audit and the Legislature Auditors.