

Policy

Work Schedule

DCB.340

Effective Date: April 2025

Source: NDUS Human Resource Policy 11 and 18

1. Each supervisor will establish a standard work schedule for salaried nonexempt staff. A standard work schedule consists of a forty-hour workweek (prorated for FTE). A standard forty-hour workweek takes place between 12:01 a.m. Sunday and midnight Saturday, unless otherwise established for individual positions.
2. Employees may be allowed a rest period of fifteen minutes each half day to be arranged by the department head. Employees who work more than five (5) consecutive hours in any one day shall be allowed a minimum of thirty consecutive minutes unpaid for one meal. The working day may not be shortened, and lunch periods may not be lengthened by omitting rest periods.
3. Departments may dictate and/or approve flexible schedules for their employees based on business and/or employee needs, but office coverage must be maintained during normal business hours. Employees must still maintain standard workweek hours and any change to their standard workweek hours must be reported to Human Resources using a Status Change form.
4. Hours of work:
 - a. Departments have control over hours worked. Since DCB is a 24-hour operation, there may be variations in shifts. Supervisors may change an employee's work based on business needs.
 - The fall through spring academic year campus hours are Monday through Friday 8:00 am – 4:30 pm.
 - The summer academic session campus hours are Monday through Thursday 7:30 am – 5:00 pm and Friday 7:30 am – 11:30 am.
 - b. An employee's supervisor will communicate their work schedule, including the start and finish expectations of each worked day.
 - c. Standard work schedules cannot cause overtime to occur.