



# California Health Sciences University

## CHSU WORK HOURS AND ATTENDANCE

### I. WORKDAY AND WORKWEEK

- A. A workday is defined as any consecutive 24-hour period beginning at the same time each calendar day. The workday begins at 12:01 a.m.
- B. A workweek is a fixed and regularly recurring period of 7 consecutive 24-hour periods. The workweek begins at 12:01 a.m. Sunday and ends at 12 midnight the following Saturday.

### II. WORK HOURS AND ATTENDANCE

- A. General office hours are 8:00 a.m. to 5:00 p.m. Your hours may differ from the office hours.
- B. You are expected to be at your work area on time and working in accordance with your work schedule. In an organization such as ours, the timely and efficient production of work depends on each employee. If one person is late in arriving, the quality of our services may be impaired. Thus, while occasional, infrequent emergencies are to be expected, repeated or frequent tardiness cannot be permitted.
- C. Absenteeism and tardiness will ultimately affect your employment at CHSU. Absenteeism or tardiness, regardless of cause, may result in termination of employment. If you are unable to report on time for any reason, you must inform your supervisor of your absence or tardiness as early as possible. Anticipated absences must be arranged in advance. When an absence from work is required, you should first request permission for such an absence from your immediate supervisor. An absence will be approved subject to CHSU policies and the needs of the University. If you are absent without approval for three or more days and have not contacted your supervisor or another member of management, CHSU will assume that you have voluntarily terminated your employment.
- D. Attendance and other records related to hours worked and wages paid are kept for a period of three years. These records are available for your review during normal office hours by scheduling a time to review them with the Human Resources Manager.
- E. Generally speaking, exempt employees are expected to be present at work during their scheduled work times in order to perform work that is essential to the department's operations. They are also expected to arrive and depart according to normal business hours in order to maintain a transparent schedule of availability for colleagues and customers. Management should discuss with their exempt employees how their expectations of work relate to time spent at work. Management can ask exempt employees to inform them if they will not be at work during some hours of a typical work day. It is not only common



## California Health Sciences University

courtesy, but it is necessary so that others who need to coordinate with that employee can be informed of the change in work schedule for the day.

- F. Exempt employees are expected to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position.

### III. OVERTIME

- A. Only non-exempt employees are eligible for overtime compensation. Please refer to your job description to determine whether you are a non-exempt employee. Exempt employees are not eligible for overtime compensation. They are paid on a salary basis and are in executive, administrative or professional positions. Non-exempt employees will be paid overtime compensation as follows:
  - 1. Work in excess of eight hours in a workday and work in excess of 40 hours in any workweek and the first eight hours worked on the seventh consecutive day of work in any workweek will be paid at one and one-half times the regular rate of pay.
  - 2. Any work in excess of 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek will be paid at twice the regular rate of pay.
- B. In calculating overtime compensation, the University will not combine more than one rate of overtime compensation. Hours worked means time actually spent on the job. It does not include hours away from work due to vacation, sickness or holiday even when these days are compensated.

### IV. MAKE-UP TIME

- A. CHSU allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. You may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Make-up time worked will not be paid at an overtime rate.
- B. Make-up time requests must be submitted in writing to the Human Resources Manager with your signature on the "Make-Up Time Request" form provided by CHSU. The form is available in Human Resources. Requests will be considered for approval based on the legitimate business needs of the University at the time the request is submitted. A separate written request is required for each occasion you request make-up time.
- C. If you request time off that you will make up later in the week, you must submit your request at least 24 hours before the desired time off. If you ask to work make-up time first to take time off later in the week, you must submit your request at least 24 hours before working the make-up time. Your make-up time request must be approved in writing before



## California Health Sciences University

you take the requested time off or work make-up time, whichever is first.

- D. All make-up time must be worked in the same workweek as the time taken off. The University's seven-day workweek is Sunday through Saturday. You may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to personal obligation.
- E. If you take time off and are unable to work the scheduled make-up time for any reason, the hours missed normally would be paid as sick or vacation time. If no sick or vacation time is available, the hours missed would be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make-up time before you plan to take off, you must take that time off, even if you no longer need the time off for any reason.
- F. An employee's use of make-up time is completely voluntary. CHSU does not encourage, discourage or solicit the use of make-up time.

### V. MEAL PERIODS

- A. CHSU, will relieve employees of all duty during the meal period and employees are not required to remain on the premises.
- B. CHSU will make a 30 minute unpaid and uninterrupted meal period available to each employee who works at least a five-hour shift. We encourage employees to take a meal period to relax or to take care of personal matters. If CHSU concurs, you may waive the meal period if your work period is no more than six hours in the workday. If you work 10 hours in a workday, you are entitled to a second unpaid meal period of 30 minutes. You cannot waive the second meal period unless CHSU concurs and you have not waived your first meal period. Meal periods may be arranged around work requirements, but should be taken before you have completed 5 hours of work.
- C. We encourage our staff to regularly take meal periods. If, due to the press of business or for other reasons, you feel as though you cannot take a meal period, contact a supervisor. By coordinating schedules we can assure that everyone can take a meal period. An employee's failure to take meal periods or record them properly may result in disciplinary action.
- D. An on-duty meal period will be permitted only when the nature of the work prevents an employee from being relieved of all duty and when the employee and CHSU agree in writing. The agreement will state that the employee can, in writing, revoke the agreement at any time.



## California Health Sciences University

### **VI. REST PERIODS**

- A. CHSU encourages that all employees take rest periods, which shall be insofar as practicable in the middle of each work period. Employees are given 10 minutes of rest per four hours of work performed. CHSU will try to permit rest periods in the middle of each work period unless practical considerations render it infeasible. Employees may need to coordinate schedules so that everyone can take a rest period. If, due to the press of business or for other reasons, you feel as though you cannot take a rest period, contact a supervisor.

### **VII. TIME SHEETS**

- A. All non-exempt employees are required to record hours worked in the designated timekeeping system. For those employees paid on an hourly basis, an electronic time sheet is a record of the hours you work and for which you will be paid. Deviations from normal work hours must be noted on the time sheet.
- B. You are responsible for accurately recording your time worked. CHSU will pay you for all hours accurately recorded. This includes time in and out, and meal periods and overtime. Do not work off the clock. While CHSU does not require employees to record rest periods, you must take them as set forth in this handbook. Failure to take appropriate meal and rest periods may result in discipline, including termination.
- C. Only you are entitled to complete your time sheet. If you fail to turn in time sheets, your paycheck may not include compensation for all hours worked since the University may not have a record of it. Moreover, CHSU cannot monitor all employees and determine when they are working and whether they have clocked in. It is your responsibility to clock in and to accurately maintain your time sheets.

### **VIII. MEETINGS AND TRAINING COURSES**

- A. You will be paid for all hours spent attending meetings or training courses unless the meetings are outside your regular working hours, attendance is voluntary, the program is not directly related to your job, and you do not perform any productive work.
- B. On occasion, non-exempt employees will be required to travel to meetings and/or training courses. Whether or not travel time constitutes hours worked will depend on the kind of travel involved. Travel to or from the workplace to or from the meeting during the workday constitutes hours worked. However, time spent traveling directly to or from home to or from the meeting at CHSU is not considered hours worked. Travel away from home that keeps you away from home overnight is considered hours worked.



## California Health Sciences University

### IX. LACTATION ACCOMMODATION

- A. If you would like to express breast milk for your infant child while at work, please submit a request for accommodation to your supervisor or the Human Resources Manager. We will make reasonable efforts to accommodate your need in so far as practicable. We will provide a similar accommodation as we would for another employee temporarily disabled by a medical condition.
- B. The accommodation may include extended break periods and the use of an appropriate room or other location where milk can be expressed in private. This break time will be required to run concurrently, if possible, with any break time already provided. In the event that it is not possible for the break time for expressing milk to run concurrently with break time already provided, the break time for expressing milk shall be unpaid.
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