



# SECTION 801.01

## The Work Week

The University work week begins at 12:01 A.M. Saturday and runs through 12 Midnight Friday. This is the standard work week of the University System as of January 1, 2000. Employees normally report for work at 8:00 A.M. and leave at 5:30 P.M. with one hour for lunch Monday through Thursday. On Friday employees report at 8:00 A.M., have one hour for lunch and leave at 3 P.M.

### **1. Individual Variations in Established Schedule.**

On occasion an employee may request authority from his or her supervisor to report at periods other than the established work schedule. Such variations must be approved by the supervisor.

Employees who fail to contact their supervisor regarding the reason for their absence and fail to show up for work for a period of three consecutive days will be considered to have abandoned their position from the university and will be terminated.

### **2. Departmental Variations in Established Schedule.**

Certain departments on campus cannot observe the standard work schedule due to the nature of the service they render or on occasion the needs of a department may require that employees work a nonstandard work schedule. Employees in these areas may have work schedule variations to meet the departmental demands, but in no case should such variations result in a work week in excess of 40 hours on a regular basis.

### **3. Break and Meal Periods.**

- a. Break Periods.** Valdosta State University, in an effort to promote the safety and productivity of employees, affords a fifteen-minute break period for each four hours of scheduled work. Breaks are generally allowed during the employee's normal routines; however, certain departments may establish specified breaks to prevent loss of employee productivity. Break periods may not be accumulated or taken in conjunction with a lunch hour, vacation, holiday, etc. in that this would not serve the intended purpose of such time away from the work station.
- b. Meal Periods** for employees working an eight hour shift in an around-the-clock operation (e.g., campus police), a meal break is not required, but the employee must be given the opportunity to eat while maintaining active on-duty status. Departmental guidelines regarding appropriate places to purchase a meal include a 500 yard perimeter around the core corridor of campus. Meals should be purchased and not eaten until the officer returns to his/her campus assignment. Any questions as to whether a business is within that corridor should be directed to management staff for clarification. Officers must also ensure that their area of responsibility is covered by other officers before leaving to pick up meals.

### **4. Overtime.**

The need for overtime work is infrequent at the University as each department is encouraged to schedule its workload so as to accomplish its goals within the prescribed work week. In emergency situations, and when feasible, the department head should obtain prior approval for overtime work from the Vice President for Finance and Administration. Payment for overtime will be made in accordance with the provisions of the Fair Labor Standards Act.

Overtime premium pay results only in those cases when hours actually worked exceed 40 during the established work week. When such is authorized, the departmental budget will be charged, and it shall be the department head's responsibility to assure funding is available.

Supervisors are advised that wage-hour regulations hold employers responsible for situations where an employee is permitted to attend phones and other duties during normal lunch hours. Employees should be encouraged to leave their work stations during periods when they are not officially on duty.

## **5. Extra Compensation**

All requests for extra compensation for duties outside of normal working hours must be reviewed by Human Resources and Employee Development prior to the request being submitted to Payroll.