

# Workplace Expectations and Conduct: Work Schedules

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**Subject:** University Human Resources

**Policy:** Work Schedules

**Effective Date:** January 1, 2019

**Revised:**

**Review Date:** Three (3) years from Effective Date above

**Responsible Party:** University Human Resources

**Applicability:** This policy applies to nonfaculty employees. Employees who are subject to a collective bargaining agreement (CBA) should consult the applicable [CBA](#)

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## 1. INTRODUCTION AND PURPOSE

This policy addresses the work schedule requirements for employees eligible for and exempt from overtime.

## 2. WORK WEEK

The university's standard full-time workweek extends from 12:01 a.m. Sunday through midnight Saturday, normally consisting of five (5) consecutive days with eight (8) hours per day.

## 3. OFFICE HOURS

University offices must be open from 8 a.m. to 5 p.m. Monday through Friday at all times of the year except for university holidays. See [Commissioner Directive](#) and [Section 2-16-117, MCA](#).

## 4. WORK SCHEDULE

Each department is responsible for setting the schedule of its employees to provide the necessary access for students, faculty, staff, and patrons of the university. The department will designate the number of hours per day, the starting and ending times each day, and the scheduled days during the standard workweek for each overtime eligible employee. The hours and days in an employee's schedule may vary or be changed to meet departmental and

university needs consistent with wage and hour laws and applicable [collective bargaining agreements](#). Certain [collective bargaining agreements](#) also require duty-free rest and meal breaks for employees in the respective collective bargaining units.

#### **5. EMPLOYEES IN OVERTIME ELIGIBLE POSITIONS**

Employees in overtime eligible positions are expected to work the schedule assigned to them. No change in the schedule may occur without the permission of the employee's supervisor. Typically, employees are eligible for overtime for any hours worked in excess of forty (40) hours in a work week, although some [collective bargaining agreements](#) allow overtime pay for hours worked in excess of 8 hours per day. Supervisors may schedule hours in such a way as to avoid the need for overtime as long as it is consistent with state and federal law. Overtime pay will be paid to employees in overtime eligible positions as outlined in the [Overtime and Compensatory Time policy](#).

#### **6. EMPLOYEES IN OVERTIME EXEMPT POSITIONS**

Employees who are exempt from the overtime provisions of federal and state wage and hour laws are expected to work the hours necessary to complete assignments as needed by the department. Full time employment typically requires a minimum of forty (40) hours per week, but more work may be necessary to complete assignments. A department may require exempt employees to maintain an assigned schedule to meet the needs of the department.