



Personnel Policy 2.8

Work Schedules, Hours, Uniforms

Staff covered by this policy

This policy applies to Service Maintenance employees at South Bend.

A. Workweek and work schedules

1. The workweek for all campuses and departments begins and ends at 12:00 midnight on Saturday.
 2. The basic full-time work schedule normally consists of 40 hours in each workweek. Schedules different than 40 hours per week are to be approved by the campus human resources office with written notification to Payroll.
 3. Employees should not be scheduled to work on a regular basis on more than six days of the week. Administrative office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour off for lunch each day, unless a different schedule is necessary for proper functioning of the department. Schedules different from 8:00 a.m. to 5:00 p.m., Monday through Friday, should be documented and retained with related departmental payroll records.
 4. *With supervisory approval, an employee may access the University's electronic systems during work hours (including but not limited to paid breaks) in order to conduct University-related business and to access the employee's pay stub each pay period using computer equipment designated by their department management. The University will provide reasonable access to and appropriate training on the use of these electronic systems before requiring their use to conduct University business. Employee's shall suffer no loss of pay, benefits, or discipline for problems created by verifiable malfunctions in the University's electronic systems without just cause.*
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B. Changes in work schedules

1. If a change in an appointed employee's work schedule is made requiring work on a day originally scheduled off, such work is compensated at time and one-half unless the notice of the work schedule change is made to the employee at least five calendar days in advance of the scheduled day off.

C. Rest periods

1. Efforts will be made to permit employees to take rest periods.

2. Reasonable breaks would normally be 15 minutes during each half day of work including overtime periods and should be scheduled so that the efficiency of the work unit does not suffer. This can be accomplished by staggering the times for rest periods so that all employees in the department or within the work group are not taking a break at the same time.
 - a. For employees required to work in adverse conditions, i.e., extreme heat or cold or noxious fumes, it may be advisable to schedule additional break periods. Such a decision is a matter within the discretion of the supervisor on the scene.
 3. Time allowed for rest periods is not accumulative and is not intended to cover late arrival or early departure.
 4. Employees should not be required to work more than six consecutive hours without a minimum of a one-half hour lunch period free from the job.
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D. Uniforms

1. Employees required to wear uniforms, but who are not permitted to wear uniforms to and from work, are allowed ten minutes in the scheduled work period for changing into and out of uniforms.
 2. Employees shall have their uniforms replaced in accordance with the following schedule:
 - a. Five (5) uniform replacement sets at two (2) year intervals.
 - b. One (1) coat at four (4) year intervals.
 3. Safety and Security employees are responsible for the return of uniforms upon termination or when otherwise no longer needed. Other employees are not required to return their uniforms.
 4. Bulletproof vests will be provided to security and police officers that desire to wear them.
 5. Short pants are an acceptable part of the Facilities Management uniform except where safety concerns exist, such as with the handling of chemicals.
 6. Blue or black denim long pants are acceptable for wear by Service-Maintenance staff except Safety & Security provided they do not have holes, tears, patches, or external appliqué's. The university will not provide for laundry or replacement of these pants purchased by the employee.
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E. Personnel Protective Equipment

1. *Any protective items such as goggles, face shields, gloves, etc. shall be provided by the University for the employee.*

F. Shift preference

1. Shift preference, for job openings (*as described in Personnel Policy 2.5 Advertising Job Openings*) having identical duties and responsibilities, is given in order of occupational unit seniority. This is not applicable in units where the practice is to rotate shift assignments on some regularized basis.
2. Once shift preference has been exercised for a given job vacancy, the employee must wait until another job vacancy occurs to again exercise his or her shift preference based on his or her occupational unit seniority.

