

Arkansas State University - Jonesboro

Effective Date: 07/01/93

Number: 07-12

Section: Human Resources

Subject: Work Schedules

Work schedules are determined on the basis of the needs and requirements of each unit and are designed to:

1. Provide orderly and efficient service.
2. Provide regularly recurring consecutive hours of work where practical
3. Avoid overtime.

Regular office hours for the University are 8:00 a.m. until 5:00 p.m., Monday through Friday. Lunch periods (one hour) for employees are to be scheduled to allow offices to remain open during the noon hour.

Full-time staff members are scheduled for 40 hours of work each week. In most units, this consists of five 8-hour days. Special characteristics inherent to some positions and temporary work situations may warrant establishing schedules that vary from the pattern. Starting and quitting times may vary from unit to unit and within a unit.

Special rearranged workweek schedules should be discussed with the Department of Human Resources personnel prior to implementation.

All non-exempt classified members are required to maintain timesheets documenting the actual hours worked each week. Both the employee and supervisor are required to sign the timesheet, which is then stored within the department, available at any time for review by Human Resources. Leave Reports should be submitted electronically via the Human Resources Information System for any time not worked during a pay period. Time sheets reporting Compensatory (Comp) Time earned for hours worked, in excess of 40 hours per week, should be submitted and approved through the Human Resources Information System.

Revised on 05/31/13.