



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability	Scope	Revision/Issue Date(s)	Responsible Party	Pages
Hours of Work, Compensatory time & Summer Hours Policy & Procedure	Administrative Employees	Provide applicable employees with process related to hours of work and other potential work arrangements	7/1/24	Vice President Human Resources & Organizational Development	2

In general, the University's workweek is five days and employees work a 35-hour work week. Various areas may work a 40-hour work week and employees will be notified accordingly. Administrative offices are normally open for business from 8:30 AM to 4:30 PM and most administrative and clerical employees work seven (7) hours per day Monday through Friday with an hour unpaid lunch.

Individual departments and/or areas of business may determine the work hours for their specific work group based on departmental needs. Those departments include Campus Police, the Library, Facilities, Athletics, IT, Admissions, and the Mail Center. Each department is responsible for setting and communicating hours of work to employees. Additionally, department managers may alternate lunch periods to provide adequate service to the University's students. It is the expectation that employees will be at work during the department's established work hours and that bargaining unit employees will abide by the work schedule, break times and lunch periods established in their respective collective bargaining unit agreement.

When the University determines the need for part-time employees, it will establish hours accordingly.

The University strives to ensure that employees can complete their work within the seven (7) hour workday. There may be times when the department may need employees to work beyond their normal seven (7) hour per day schedule. In those instances, non-exempt employees will be compensated accordingly. No overtime will be paid until the employee has worked more than 40 hours in one week. Overtime for all non-exempt employees must be approved in advance by the employees' supervisor. Supervisors are responsible for validating all overtime.

Summer Hours:

Beginning the first Friday after commencement and through a pre-determined date in August, the University may observe summer hours. Summer hours may not be observed by all departments, such as Facilities and the Police Departments due to the nature of their work and activities. Departmental managers will notify employees

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regarding the applicability of summer hours for their respective groups. The Library may also commence summer hours later. To participate in the summer hours program, clerical employees who work 40 hours per week must transition to 35 hours per week during this period. If the employee chooses not to transition from 40 hours per week to 35 hours per week during the summer hours program, they will not be permitted to participate. Alternatively, the employee may choose to use accrued and unused vacation time to account for the five hours.

Employees should plan accordingly and update Outlook and voice mail systems to be reflective of their schedule.

PLEASE NOTE:

The University does **not** have a “Compensatory Time Off Policy,” nor does it provide compensatory time off, often referred to as “Comp Time,” to exempt or non-exempt employees. As required by the Fair Labor Standards Act (FLSA), non-exempt private sector employees must be paid 1.5 times for all hours over 40 worked in a workweek.

There is no legal requirement to pay an exempt or salaried employee overtime. Departmental supervision across the University must avoid implementing any departmental comp time off practices which could be construed as an inconsistent compliance practice.

Lastly, the University does not provide commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruitment, admission activities, or decision making regarding the award of student financial assistance.