

SUBJECT: Working Hours - Classified
Number: 617
Issued by: Vice Chancellor for Finance
Date: January 1, 2004

The University serves students and the public; therefore, there are variations in work schedules within the University. The working hours are scheduled to satisfy the needs of the section in which the individual works and to make certain that an adequate staff is available when needed. The supervisor will inform employees of the hours they are required to work, and strict adherence to these hours is required. Normal working hours are from 8:30 a.m. - 5:00 p.m. except that summer office hours may be adjusted somewhat based on a published schedule, and subject to the approval of the Chancellor.

The period allowed for lunch is a minimum of 30 minutes not to exceed one hour between the hours of 11:00 am and 2:30 PM. The lunch schedule should be arranged so that the office remains open during the hours of 8:30 am until 5:00 PM. Lunch periods should not be worked through in lieu of using annual or sick leave for make-up time due to late arrival or early departure.

Most employees work a regular scheduled workweek of 37.5 hours. Maintenance and housekeeping employees may work a 40-hour week. All employees may be required to work 40 hours without its being considered overtime. Hours worked in excess of 40 per week must be approved in advance by the Chancellor. The hours between 37.5 and 40 are not to be considered for compensatory time. The 37.5-hour workweek is one of your fringe benefits. Salary is based on 40 hours per week or 2080 hours per year for full-time twelve-month employees.

BREAK PERIOD

There are no scheduled break periods during the day, but your department head or supervisor may grant the privilege of a short break period. Breaks should be approximately 10 minutes long but in no case should exceed 15 minutes from the time you leave your work place until you return.

These break periods are a privilege and not a right and must not be abused. Sufficient personnel must be on duty at all times to carry on the normal functions of the department.

TIME RECORDING

Time cards are no longer used throughout the University, except in Maintenance where a timeclock is used. Employees and their supervisors are required to enter time into the web-based ITAMS system on a weekly basis. The workweek begins at 12:01 am Sunday and ends at 12 midnight Saturday.

The following time card rules apply:

1. The time card must show the exact number of hours the employee has worked.
2. If any time off is taken during the workday, the employee should obtain approval in advance from his/her supervisor.
3. Annual and/or sick leave must be accurately recorded.
4. All overtime must be approved in advance by the Chancellor. During the normal course of the year, overtime will be approved only in cases of emergency. Compensatory time should be used in lieu of overtime payment when possible.
5. Falsification of the time card is grounds for dismissal.

Deductions are made from your paycheck for:

1. State and Federal Income Tax.
2. Social Security (FICA)
3. State Retirement (unless temporary employee)
4. Medical and other insurance (if applicable)
5. Any other deductions you may have authorized

Employees are paid twice a month -- on the fifteenth and on the last working day of the month. You pick up your check in the Business Office or in Hilton Head. If checks are not picked up the day after payday, all are placed in the outgoing mail to your home address.