

## 04-15. Work Schedule

<b>Internal Policies and Procedures of the Utah State Board of Education</b>
<b>Policy # 04-15</b>
<b>Subject:</b> Work Schedule
<b>Effective Date:</b> 4/20/2010 (formerly Working Conditions) <b>Revision Dates:</b> 2/7/2018
<b>Purpose:</b> To establish general expectations for work hours at USBE.
<b>Policy:</b> USBE employees shall meet work obligations by being punctual and working full shifts. Time worked must be reported accurately. The standard workday for USBE is eight hours per day, Monday - Friday. A supervisor shall approve, in advance and in writing or email, time worked outside of an employee's normal shift.
<b>References:</b> DHRM Administrative Rule <a href="#">DHRM Rule R477-8-1. Work Week</a>

### Procedures:

- The standard workday at USBE is a minimum of eight hours plus uncompensated time taken during lunch, with the offices open to serve the public from 8:00 am – 5:00 pm.
- Upon approval, an employee may work required hours outside of the normal operating office hours, but may have an alternative schedule that begins before 7:00 am or ends after 6:00 pm (See [Alternative Work Schedule and Telecommuting Policy](#)).
  - An employee's alternate schedule may not regularly allow the employee to leave before 3:30 pm.
- USBE employees may choose to take a lunch break or not. The lunch break is uncompensated. Skipping a lunch break does not allow the employee work outside the regular work day (shorten the day).
- Supervisors may require a minimum 30-minute uncompensated lunch period for their employees.
- Employees may take a 15 minute compensated break period for every four hours worked. Break periods may not be accumulated to accommodate a shorter workday or longer lunch period.
- Supervisors shall document and maintain all approved overtime hours, and verify that there are sufficient funds in the budget to compensate for overtime.
- For purposes of accruing comp time, all exempt employees are automatically coded as "999" and are not compensated for the 81<sup>st</sup> hour in a pay period.