

## Work Schedules Procedures

<b>Purpose</b>	
1.1	Includes Work Scheduling; Overtime and Compensatory Time for Hourly Paid Employees; Shift Differential for Hourly Paid Employees; Flextime; Alternate Work Sites; and Essential Activity Condition
<b>Scope</b>	
2.1	The UNMC Work Schedules policy is applicable to all UNMC Office/Service and Managerial/Professional employees.
<b>Basis of the Policy</b>	
3.1	University of Nebraska Personnel Policy 7314 Work Schedules, 7511 Overtime, and 7512 Shift Differential. Administrative practices of the University of Nebraska and the (federal) Fair Labor Standards Act, including the Wage and Hour Standards.
<b>Authorities and Administration</b>	
4.1	Human Resources - Staffing, Compensation, Records, HRIT (SCRH) is responsible for administration of the Work Schedules Policy and Procedures.
4.2	At the University system level, the Vice President of Business and Finance, upon the advice and consultation from the Council of Business Officers, is responsible for work schedule guidelines.
<b>Procedures</b>	
5.1	<p><b>Notice of Non-Discrimination</b></p> <p>Please see UNMC's <a href="#">Notice of Non-Discrimination</a> regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.</p>
5.2	<p><b>Work Scheduling:</b></p> <p>Work schedules may specify that, in certain instances, an hourly paid employee may be required to work overtime.</p> <p>Work schedules may provide a lunch period that is unpaid. Lunch/rest periods may be denied if the manager/supervisor determines that the workload will not permit the break.</p> <p>Work schedules may provide for two fifteen-minute rest periods each workday. Such rest periods will be paid, and therefore, are to be considered a privilege.</p> <p><b>NOTE: Rest periods are an employment privilege. Rest periods may not be "saved" to shorten the employee's workday, to extend lunch breaks, or to alter the work schedule in any way unless approved by the employee's supervisor in conjunction with a flex-time schedule arrangement consistent with UNMC policy. Rest periods not taken will be forfeited. Abuse of rest periods may result in loss of the privilege.</b></p>

5.3	<p><b>Overtime and Compensatory Time for Hourly Paid Employees</b></p> <p>Employees not specifically exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) are considered nonexempt (hourly paid) employees and are eligible for overtime compensation. Employees may not be scheduled for overtime work without the appropriate departmental authorization.</p> <p>Overtime in excess of 40 hours per week: Over 40 means that overtime should be paid for all hours physically worked in excess of 40 during the defined workweek.</p> <p>Employees exempt from the overtime provision of the FLSA (monthly paid) are not eligible to receive overtime pay. Acceptance of an exempt position at UNMC constitutes acknowledgement the job responsibilities may sometimes exceed 40 hours a week. When monthly paid employees are frequently expected to work more than 40 hours in a work week, departments are encouraged to offer individuals a greater flexibility in arranging schedules.</p>
	<p>5.3.1 <b>Compensatory Time: accumulation, reporting, and use of Compensatory Time for hourly paid employees:</b></p> <p>Compensatory time is time off in lieu of overtime compensation. For example, if employee works 41 hours in a work week, employee would normally be entitled to overtime pay at a rate of one and one-half times his/her hourly rate for that 41st hour worked. With compensatory time, if employee works one hour of overtime, he/she would receive one and one half hours off. This means that employee can request time off and utilize his/her compensatory time off hours that he/she earned.</p> <p>Both, supervisor and employee, must agree prior to the performance of work, a "<a href="#">Compensatory Time Agreement</a> (form)" must be completed and the employee's decision to accept compensatory time off in lieu of overtime compensation must be made freely and without coercion or pressure.</p> <p>Compensatory time earned and used must be reported to the Payroll office on the departmental time report in a manner established by Payroll.</p> <p>Accumulated compensatory time is to be used or paid out before the effective date of a leave of absence without pay, except when the employee is on family/medical leave.</p> <p>Employees who leave employment at UNMC are entitled to payment for all unused compensatory time at a rate of pay not less than the average regular rated received during the last three years of employment or the final regular rate received by the employee, whichever is higher.</p> <p>Employees and departments should work together for the use of compensatory time when it will not be unduly disruptive to the work of the department.</p> <p><b>Please Note: In accordance with Policy #1098, employees on "<u>Suspension without pay</u>" may <u>not</u> use accrued compensatory time to avoid being without pay.</b></p>

5.4	<p><b>Employees Working More Than One Job:</b>          Hourly paid employees seeking additional UNMC paid positions must obtain approval of the primary department supervisor prior to accepting any other employment.</p> <p>In no instance will an hourly-paid employee hold multiple positions where the regular full-time equivalent (FTE) would exceed 1.00. Any position that would cause the FTE to exceed 1.00 must be temporary. In determining overtime, the hours worked over the appointed FTE in any one department determines which department is responsible for paying overtime. Overtime pay is calculated on the hourly basis of that appointment. If overtime is earned in more than one department, the actual hours worked in excess of the appointed FTE in each department determine how the overtime is calculated.</p> <p>If an employee works in more than one department, the department providing the highest FTE is designated the primary department with the other departments designated as secondary departments.</p> <p>If the employee works for more than one department and the FTE is identical, the department hiring the employee first is the primary department.</p> <p>If an employee fills a regular position in one department and a temporary position in another department, the department with the regular position is the primary department, regardless of the FTE or hire date.</p> <p>The primary department coordinates all PAFs originated by the secondary departments and time reports submitted by the secondary departments. The primary department ensures that any overtime is calculated correctly.</p> <p>Calculating overtime (over 40) is to be the same in the primary department and the secondary ones.</p> <p>Employees may not hold both an exempt and nonexempt regular appointment on an on-going basis. If an employee temporarily works part-time in an exempt position and 20% or more in a pay period in a nonexempt position, all hours worked in both positions are used in calculating overtime.</p>
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5.5	<p><b>Shift Differential For Hourly Paid Employees:</b></p> <p>At UNMC, regular hourly paid employees who are assigned to work at night receive additional compensation. A shift differential of up to ten percent (10%) of base hourly rate is to be paid to an eligible hourly paid employee whose work shift includes four or more hours outside normal UNMC hours (8:00 a.m. to 5:00 p.m.). Shift differential is to be paid for the entire shift, not just for the four or more hours outside normal hours. Shift differential is to be paid for work shifts every day of the week, including weekends.</p> <p>Regular hourly paid employees on the biweekly payroll (excluding student workers) are eligible for shift differential. Temporary and on-call employees may be eligible. Departments wishing to pay shift differential to temporary and on-call employees should make arrangements with Payroll in advance.</p> <p>An hourly paid employee who is temporarily assigned to a work shift that includes four or more hours outside normal UNMC hours is entitled to shift pay.</p> <p>For employees receiving shift differential, any applicable pay will be paid based on the shift differential rate.</p> <p>Shift differential is paid only for hours worked and is not paid to employees on sick or vacation leave.</p> <p>Shift differential will not be paid for the extension of an employee's regular scheduled workday or for time worked when an employee is called back after work hours.</p>
5.6	<p><b>Flexitime:</b></p> <p>When used appropriately, flexible scheduling for hourly paid employees can incorporate varying times for arriving at and leaving work and/or for lunch breaks long enough to give time for wellness activities. As UNMC is committed to wellness for its employees, departments are encouraged to use flexible scheduling to facilitate employees' ability to engage in wellness activities when it is possible to do so without decreasing work efficiency.</p> <p>When monthly paid employees are frequently expected to work more than 40 hours in a workweek, departments are encouraged to offer them flexibility in arranging work schedules.</p> <p>When it is possible to do so without decreasing work efficiency, departments are encouraged to consider employee request for flexible scheduling, for example, four 10-hour days or 9-hour days Monday-Thursday and a 4-hour day on Friday</p> <p>Flexible schedules must be approved by management. Departments are encouraged to work with employees to accommodate needs for flexitime when it is possible to do so without decreasing work efficiency.</p> <p>Abuse of flexitime scheduling may result in loss of the privilege and/or disciplinary action.</p> <p>Occasions may arise when flexitime may be suspended temporarily because of the department workload, vacations, or other reasons. When this occurs, the department should give employees as much advance notice as possible.</p>

	<p>Adequate supervision must be provided for employees on flextime. However, this does not require that supervisors be present during all hours worked by employees. Supervision can frequently be exercised by measuring productivity.</p>
<p>5.7</p>	<p><b>Alternative Work Sites:</b></p> <p>Departments considering non-traditional work arrangements need to address the following factors:</p> <ul style="list-style-type: none"> <li>• Whether the arrangements being considered will cause the hourly paid employee to work more than 40 hours in one workweek, thus incurring eligibility for overtime compensation.</li> <li>• How responsibilities on the job description will be accomplished in the alternative work arrangement.</li> <li>• Whether any revision to the salary or job description is appropriate.</li> <li>• A clear understanding between supervisor and employee about performance expectations and an agreed upon method for monitoring work output.</li> <li>• A plan for communicating between the employee and the supervisor and other relevant persons.</li> <li>• Whether the alternate work arrangements should provide for a trial period.</li> <li>• The impact on employees remaining in the office.</li> <li>• How confidentiality of information will be maintained.</li> <li>• Address liability and safety issues.</li> <li>• Address equipment needs and responsible parties.</li> </ul> <p>Prior to establishing any type of formal arrangement between employer and employee, both parties must sign a written agreement outlining the terms of the arrangement considering the factors noted above. A telecommuting agreement template is available through Human Resources Staffing/Compensation.</p>
<p>5.8</p>	<p><b>Essential Activity Condition:</b></p> <p>Selected positions have been identified, by the appropriate departments, as essential (e.g., security, grounds crew, and animal care technicians) during times of severe weather, natural or other disasters. Staff holding those positions should be made aware of the essential designation at the time of hiring or upon reassignment to such a position. The individuals in positions specifically identified as essential during severe weather and natural or other disasters will be required to report during those conditions.</p> <p>During times of extreme/severe weather, natural or other disasters, all regular office/service and managerial/professional staff, who are unable to report for work and have appropriately notified management of this, will use vacation, floating holiday or time without pay for the hours away from work. Essential staff who report to work will be paid according to standard pay policy.</p>

Vice Chancellor, Business and Finance      Date

5.9	<p><b>Severely Inclement Weather:</b>          UNMC, as a health sciences center, has a number of activities that must be kept operational regardless of the weather conditions. These include activities that directly and indirectly support patient care at the hospital and clinics, as well as many research and educational functions. This is why UNMC is the only campus in the University of Nebraska System that does not close down during semester break in late December. Because so many employees must report, regardless of the weather, the determination has been made for the entire campus to be considered open and operational, even when other University of Nebraska campuses and area businesses may be closed. All supervisors are asked to be as reasonable as conditions allow in staffing their departments during severely inclement weather. It is recognized that some employees may not be able to report or will want to leave early due to safety concerns. Employees who do not report, or leave early, with supervisor approval must use vacation, floating holiday, or leave without pay to account for any time not worked. Salaried employees who are exempt from FLSA cannot take unpaid leave in increments of less than one work day.</p> <p>UNMC employees located on other University of Nebraska campuses must follow the guidelines of the campus on which they reside.</p>
<p><b>Notice of Non-Discrimination</b></p>	
6.1	<p>Please see UNMC's <a href="#">Notice of Non-Discrimination</a> regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.</p>
<p>For additional information, contact Human Resources, Strategic Staffing &amp; Compensation at 402-559-2710.</p>	
<p>Additional Resources: <a href="#">Non Exempt Travel Guidelines</a></p>	