



**Effective:** July 1, 2019  
**Last Revised:** 12/12/2022

**Responsible University Office:**  
*Human Resources*

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## Work Schedule

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### Scope

This policy is applicable to all non-academic UNK staff and is intended to supplement the University of Nebraska Administration Human Resources Handbook for Policies.

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### Policy Statement

#### Travel Time

When employees travel overnight for a required activity, travel time during the employee's usual working hours, both for workdays and non-workdays (e.g., Saturdays, Sundays, or holidays), is considered as time worked. Travel time as a passenger outside normal working hours is not compensable, but for an employee who is required to drive, the entire travel time is considered as time worked.

#### Rest Periods

Work schedules provide for a lunch period that is unpaid and for one rest period of 15 minutes for each four-hour period that is worked. Rest periods are paid and are considered to be an employee privilege. They are not intended to be used to alter any

employee's assigned work schedule.

### **Shift Differential**

Non-exempt employees working four or more hours of the workday outside normal UNK hours (usually 8:00 a.m. to 5:00 p.m.), are eligible for shift differential of up to ten (10) percent of their base hourly rate. The differential is intended to provide additional pay for those who work during a less desirable time period.

Employees are eligible for shift differential only if they are paid by the hour. Shift differential is paid only for hours worked, and employees will not receive shift differential when they are sick or on vacation leave or other paid leaves.

### **Flextime**

Departments may institute a schedule of flexible working hours for office/service and managerial/professional employees, provided it does not increase staffing costs or decrease departmental efficiency. Flextime allows employees to maintain a work schedule other than normal UNK hours. Regardless of flextime scheduling, all offices should be sufficiently staffed to maintain regular operations during normal UNK hours described above.

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. Because UNK 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.

When monthly paid employees are frequently expected to work more than 40 hours in a work week, departments are encouraged to offer them flexibility in arranging work schedules.

When it is possible to do so without decreasing work efficiency, departments are encouraged to consider employee requests for flexible scheduling, for example, four 10-hour days.

Fulltime hourly paid employees, whether on flextime or other scheduling, are required to take an unpaid lunch break of at least 30 minutes.

Flextime schedules must be approved by the immediate supervisor and by an administrator one level above the supervisor. Departments are encouraged to work with employees to accommodate needs for flextime when it is possible to do so without decreasing work efficiency.

Abuse of flextime scheduling may result in loss of the privilege.

Occasions may arise when flextime must be suspended temporarily because of

departmental work load, vacations, or other reasons. When this occurs, the department should give employees as much advance notice as possible.

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.

### **Overtime**

University policy directs that nonexempt full-time employees will normally work and be paid for 40 hours during the workweek. Overtime compensation in the form of compensatory time or overtime pay will be granted at a rate of one and one-half times the regular hour or hours worked in excess of 40 per workweek. The form of overtime compensation will be determined by the director or chair of the department. Overtime must be approved by the employee's supervisor prior to being worked. Vacation, sick, holiday, funeral, military, administrative and other approved leaves will not be included as hours worked toward the computation of overtime. Attendance at mandatory meetings and training sessions will be included as hours worked toward the computation of overtime. Meal periods are not counted as worked if the employee is relieved from duty during those periods. However, if the employee is required or permitted to perform any duties while eating, the meal period will be counted as hours worked. The regular 15-minute breaks are considered as hours worked. There is not compensation for rest periods not taken.

Office/Service employees working for two or more separate departments or campuses will be given compensatory time when the combined hours of all jobs exceed 40 in any workweek. The primary home department is responsible for monitoring the total hours worked. The Fair-Labor Standards Act requires that a record of the hours worked each day by non-exempt employees be maintained. Departments are responsible for maintaining the records of hours worked by their Office/Service employees. Internal auditors, as well as Federal auditors, may request these records.

Employees who request to use earned compensatory time shall be permitted to use such time within a reasonable period after making such a request if the use of the compensatory time does not unduly disrupt the operation of the department. Employees shall not accumulate more than 60 hours of compensatory time. To insure that compensatory time is used within a reasonable time, compensatory balances should be used by June 30th of each year unless permission is granted by the Human Resources Office to carry a balance beyond that date. All accumulated compensatory time must be taken prior to the effective date of a promotional salary change or a department transfer. Employees who separate from the University shall be paid for earned compensatory time.

University employees may choose to work for the University in a part-time job on an occasional or sporadic basis in a different capacity than their regular employment. The hours of work in the different job shall not be counted as hours worked for overtime pay purposes on the regular job but will be for the part-time job. Supervisors should check with the Human Resources Office prior to authorizing the part-time work.

Employees exempt from the overtime provision of the Fair Labor Standards Act are not eligible to receive overtime compensation. Acceptance of an exempt position constitutes acknowledgment that job responsibilities may sometimes exceed 40 hours a week.

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## Reason for Policy

The purpose of this policy is to establish a consistent framework for how employees are treated in regards to their work schedule and compensation.

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## Procedures

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## History

This policy replaces the prior version in the Business & Finance Policy & Procedure manual.

Revised 12/12/2022