

<b>SUBJECT:</b>  Work Schedule	<b>Effective Date:</b> 8/3/12	<b>Policy Number:</b> FSP 2012 RM0007	
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	<b>Responsible Authority:</b> Associate Vice President for Facilities and Safety		

**APPLICABILITY/ACCOUNTABILITY:**

This policy is applicable to all employees working within Facilities & Safety (F&S), excluding Police Department employees represented by the Police Benevolent Association (PBA).

**POLICY STATEMENT:**

Facilities & Safety (F&S) employees are expected to work in accordance with UCF Human Resources (HR) policies, and follow additional conditions as outlined by F&S. This policy addresses expectations regarding lunch breaks, work breaks, work hours, and telecommuting in the workplace.

**DEFINITIONS:**

**Lunch break:** A bona fide meal period during the work day that is not compensable.

**Telecommuting:** An employee work arrangement, outside of the traditional office, where telecommunication may be utilized to be connected to the workplace.

**Work breaks:** A compensable time period during work hours, that is uninterrupted, during which work should not be undertaken.

**Work hours:** The period of time (shift) that an employee spends at paid work.

**POLICY:**

UCF Human Resources outlines employee expectations regarding lunch breaks, work breaks, work hours, and telecommuting in the workplace on their website (under the A-Z Index). F&S has additional expectations in the workplace, which employees are to follow as well:

## **Lunch Break**

HR policy states, "In accordance with the university business practice, employees who are in positions designated as non-exempt (USPS Non-Exempt and OPS hourly employees) should not be allowed to work more than 5 hours without at least a 30-minute lunch break. Certified law enforcement personnel, nurses, identified Physical Plant personnel and other identified positions designated as non-exempt, due to the nature of the work, may be excluded from the university business practice regarding a lunch break."

Additionally, for F&S, lunch breaks shall not exceed the unit's scheduled time of 30 to 60 minutes, including travel time.

## **Work Breaks**

HR policy states, "USPS employees may be allowed up to 15 minutes as a paid break from work during the first half of their workday, and again during the second half of their workday. Work breaks cannot be accumulated to extend a lunch period, nor can they be used to compensate for late arrival or early departure from duty. The request to take a work break should not be unreasonably denied. These breaks are scheduled by the employee's supervisor."

Additionally, for F&S, scheduled breaks shall not exceed 15 minutes, including travel time. Employees may not skip breaks with the intent of leaving early. Should an employee need to leave early, annual leave should be requested in advance.

## **Work Hours**

HR policy states, "The normal work week consists of five 8-hour workdays that begin at 8:00 A.M. and end at 5: P.M. (with one unpaid hour for lunch each day). Variations of this workday schedule are discretionary with the department head; however, significant variations must be approved by the appropriate vice president and filed with Human Resources. The workweek begins at 12:00 a.m. on Friday, and ends at 11:59 p.m. on the following Thursday."

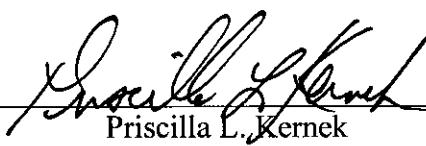
Additionally, for F&S, the nature of the work performed by the department requires round the clock scheduling of employees to meet the needs of the university. The department must schedule the appropriate number of employees per day to accomplish its work, and reserves the right to deny annual leave, if such leave would place a burden on the department. Under no circumstances will a department not have appropriate staffing in place, including holidays.

Employees are expected to be accountable, take initiative, and work productively during their shift. Eight hour shifts are standard. Ten hour shifts are discouraged, and may only be considered with a valid business case.

## Telecommuting

HR policy states, "UCF Telecommuting is intended to be a workable arrangement that should be beneficial to the telecommuters and the university as well." The UCF Telecommuting Program Manual is found on the HR website and provides information about telecommuting and how employees are selected to participate. The Vice President must review and approve all telecommuting agreements.

Additionally, for F&S, employees are expected to work from their daily work site, and may not work from home or other locations without proper approvals. Telecommuting is not condoned by F&S, but may be considered on a case-by-case basis for limited periods of time, with adequate justification and with a schedule of work hours and activities to be accomplished.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	8/3/12