

## 04-14. Work Schedule Policy

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy</b>	04-14
<b>Subject</b>	Work Schedule
<b>Date</b>	April 1, 2022
<b>Policy Owner</b>	Director of Human Resources
<b>Policy Officer</b>	Deputy Superintendent of Operations
<b>References</b>	DHRM Administrative Rule DHRM Rule R477-8-1. Work Week

### I. Purpose and Scope

- The purpose of this policy is to establish general expectations for work hours at USBE.
- This policy applies to all USBE employees.

### II. Policy

- 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 through Friday.
- A supervisor shall approve, in advance and in writing or email, time worked outside of an employee's normal shift.

### III. 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 to 5:00 pm.
- Upon approval, an employee may work required hours outside of the normal operating office hours but may not have an alternative schedule that begins before 7:00 am or ends after 6:00 pm (see [Alternative Work Schedules Policy](#)). Exceptions to employee working before 7:00 am or ending after 6:00 pm shall be approved by the Superintendency.
  - 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.
- 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 compensatory time, all exempt employees are automatically coded as “999” and are not compensated for the 81<sup>st</sup> hour in a pay period.

#### **IV. History**

This policy supersedes the previous Working Conditions policy that was established April 20, 2010 and updated to the Work Schedule policy on February 7, 2018.