

SCHEDULING PROCEDURES

Section 1. Maximum hours of work. Employees are limited to working twenty-five (25) hours/week combined for all student positions, in any term in which they are enrolled. Because of the visa requirements for international students, international students may not work more than twenty (20) hours per week.

During term breaks and one term each year, students on leave from school may be employed full-time. Summer term is considered a term for this purpose.

Any sick leave taken counts in the calculation of working hours in the week.

Hours worked as a Resident Assistant do not apply to this section.

Section 2. Scheduling Policies. Departments may establish scheduling policies as necessary to meet their needs.

Departments may set scheduling requirements, including requiring employees to work a specific number of hours or during specific days and times. Employees unable to meet these requirements may be deemed ineligible for the position.

Section 3. Availability. Employees will not be required to work during the employee's university classes or exams. Supervisors may request student class schedules for scheduling purposes.

Employees unable to attend their scheduled shift for an academic reason, including class sessions and exams, must communicate any expected absence at least two (2) weeks in advance. Supervisors may request documentation for academic absences.

Section 4. Unauthorized absences. Departments may determine policies regarding unauthorized absences. Unless an absence is otherwise approved or permitted, it constitutes an unauthorized absence and may lead to disciplinary action, up to and including termination.

Section 5. Shift covers and trades. Departments may require employees to find replacements for shifts they are unable to work. Employees may not trade shifts unless approved by the appropriate supervisor, or unless otherwise stated in the department's scheduling policies.

Section 6. Multiple Positions. Employees with multiple positions are responsible for managing their schedules, staying within the weekly hour maximum, and balancing competing requirements of their positions. Supervisors are not responsible for negotiating schedules with other campus departments.

Section 7. Remote Work. Remote work shall be consistent with the University's Flexible Work Arrangement Policy (Policy Number V.04.02).

Section 8. Mandatory Trainings and Orientations. Employees who fail to attend mandatory training(s) or orientation(s) required prior to starting a position will be considered resigned from their position unless they have received prior approval from their supervisor.

Section 9. Flexible Schedules. When a supervisor determines that a position allows it, the supervisor shall permit student workers to use flexible schedules to complete their assigned work. The supervisor and the employee shall collaborate to define the hours the student may work.

Section 10. Publishing of Schedules. Departments must publish work schedules in a location that is accessible to all employees. In the instance that a previously posted schedule is changed or updated, the department will promptly communicate with all impacted employees.