

SCHEDULING PROCEDURES

Section 1. Maximum hours of work. Student workers 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 approved 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 establishing minimum weekly/monthly hours requirements, setting shift durations, and/or requiring student workers to be available to work during specific days and times. Student workers unable to meet these requirements may be deemed ineligible for the position.

When new scheduling policies are established by the department, student workers will be provided at least three (3) weeks' notice of such changes.

Section 3. Availability. Departments may request a student worker's availability as needed, including but not limited to their class schedule. When operationally feasible, departments shall give student workers at least one week to provide their availability.

Additionally, student workers may request preferred times to avoid being scheduled; however, scheduling will be subject to operational needs.

Student workers are responsible for notifying their supervisor as soon as possible when the student worker's availability changes.

Section 4. Scheduling. Student workers will not be required to work during their university classes or exams, and supervisors should make reasonable efforts to avoid other scheduling conflicts when operationally possible.

Departments will make a reasonable effort to schedule at least ten (10) hours between a student worker's closing and opening shifts.

Section 5. Publishing of Schedules. Departments shall publish work schedules at least one week in advance, unless operational needs require or if outlined in a position description. Departments must publish work schedules in a location that is accessible to all student workers. In the instance that a

previously posted schedule is changed or updated, the department will promptly communicate with all impacted student workers.

Departments may ask student workers to work shifts that are not on the schedule, but student workers are not required to accept such work.

Section 6. Shift covers and trades. If a student worker's availability changes after the deadline to submit availability, or after a work schedule has been posted, departments may require student workers to find replacements for shifts they are unable to work unless they are using protected leave.

Student workers may not trade shifts unless approved by the appropriate supervisor, or unless otherwise stated in the department's scheduling policies.

Student workers will inform their supervisor(s) of all schedule adjustments in a timely manner.

Section 7. Multiple Positions. Student workers 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. It is the responsibility of the student worker to inform their supervisor of scheduling conflicts.

Section 8. Remote Work. Remote work shall be consistent with the University's Flexible Work Arrangement Policy (Policy Number V.04.02).

Section 9. Mandatory Trainings and Orientations. Student workers 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 10. 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 student worker shall collaborate to define the hours the student may work.

Section 11. After Hours Work. Unless specified in the position description, student workers shall not be required to monitor work-related communications outside of their scheduled work hours. This does not apply to scheduling or urgent messages.

Section 12. Summer Scheduling. During summer term, departments will schedule student workers according to department needs and normal scheduling procedures.

When possible, departments will publish if summer hours are available six (6) weeks before summer term begins. Departments will publish summer schedules three (3) weeks before summer term begins when possible. If additional work becomes available after the deadline, it will be assigned in accordance with normal scheduling procedures.

Student workers who are available to work the entire summer term may be given scheduling priority

over student workers who are only available for part of summer term.

Section 13. Student workers who have concerns about their scheduled shifts are encouraged to speak to their supervisor as soon as possible. Scheduling errors shall be remedied as soon as possible. Safety-related concerns will be responded to promptly.



Victoria Piñeiro (Apr 10, 2025 16:13 PDT)










Tentative Agreement - Scheduling Procedures

Final Audit Report

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