

1 **SCHEDULING PROCEDURES**

2 **Section 1.** No student worker shall work more than 28 hours per week at any individual job they
3 have on campus. This section shall not apply to Resident Assistants. This maximum does not
4 apply during summer term.

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6 **Section 2.** All student workers except Resident Assistants will sign in and out electronically on
7 UKG and will not be required to fill in a paper check-in or check-out.

8 **Section 3. Available Hours.**

- 9 A. Student Workers will inform their supervisors at least one (1) week prior to the first day
10 of classes each term what their availability is for working hours for that term. Student
11 workers determine what hours they are available. Student workers will only be
12 scheduled to work during the hours the student workers have said they are available to
13 work. If a student worker's class schedule changes, they will inform their supervisor, and
14 no hours will be scheduled during the student worker's class schedule. Schedules of
15 work will be published two (2) weeks before the work is performed. Schedules will be
16 posted at work sites, and will also be emailed to each affected student worker's
17 university email address two (2) weeks before the work is performed. If a schedule or
18 schedule change is not emailed to a student worker, the student worker is not required
19 to work that schedule.
- 20 B. If the University changes the work schedule of a student employee, the University must
21 give at least one (1) week notice of that change.
- 22 C. There shall be at least twelve (12) hours between each shift, unless the student worker
23 agrees in writing.
- 24 D. If more student workers are available for or request a specific shift, the shifts will be
25 awarded in order of seniority. If more than one student worker has the same hire date,
26 the student workers' birth dates will be the deciding factor.
- 27 E. If a student worker needs to change their work schedule, they will give their supervisor at
28 least three (3) days notice, by email, text, phone, WhenToWork, or in person
29 conversation. Students may change their work schedules for any reason. Students may
30 trade shifts at any time.
- 31 F. If a student worker is sick or has an urgent need, they may cancel their shift with one (1)
32 hour notice. If a student worker needs to cancel their shift because of school work, they
33 may cancel their shift with four (4) hours notice.
- 34 G. The University may ask student workers to work shifts that are not on the weekly
35 schedule, but no student worker is required to accept such work.

36 **Section 4. Flexible Schedules** When a job allows it, the supervisor shall permit student
37 workers to use flexible schedules to complete their assigned work. The supervisor and student
38 worker shall collaborate to define the hours the student may work.

39 **Section 5.** No student worker will be required to do any work outside of their scheduled hours.
40 This includes answering phone calls, texts, or emails.

41 **Section 6. Resident Assistant Scheduling.** RAs will provide their supervisors with the dates
42 and times they are available to be on call three (3) weeks before the beginning of each
43 academic term, and no RA will be required to work or be on call at dates or times the RA deems
44 as unavailable. The supervisor shall schedule RAs in as fair and impartial manner as possible.
45 The schedule shall be published two (2) weeks before the start of the academic term. Shift
46 trading shall be approved.

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48 **Section 7.** If a student worker is working at an event put on either by the University or an
49 outside party, the student worker shall have notice on their schedule, with at least 7 days notice,
50 of who is having the event and what the purpose is. Any student worker who is uncomfortable
51 working at such an event may call out with 3 days notice.

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53 **Section 8. Holiday Schedules and Holiday Pay.** Student workers who are required to work on
54 a day observed by the University as a holiday will be compensated at one and one-half (1.5)
55 times their regular hourly rate for all such hours.

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57 **Section 9. Resident Assistant On-Call Shifts.** RA's will be scheduled for no more than 2-
58 weekday 12-hour shifts and 1-weekend 24-hour shift per week, excluding break/holiday shifts.
59 Supervisors must notify RA's 24 hours before an on-call shift has a necessity to be covered, in
60 which RA's must give written permission to be scheduled for the additional shift.