

**Regular Hours of Operation** - the University's regular hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday. Generally, university offices and units are to be sufficiently staffed to provide full services during the hours of operation, except when the university is closed. Because certain university services are available to customers outside the regular hours of operation, this schedule may vary depending on the nature of the job and when services must be provided. For example, some offices are open earlier or later one or more days per week. Others may have assigned shifts or rotating shifts where the normal work schedule is other than 8:00 a.m. to 5:00 p.m.

**Workweek** - For full-time Staff and Temporary employees, eight hours constitutes a work day and 40 hours constitutes a work week. Friday through Thursday is the work week and corresponds to our bi-weekly pay period schedule that begins on a Friday and ends on a Thursday. Administration and Faculty are expected to work the hours necessary to carry out assignments, and their work hours may exceed 40 in a work week. Under certain conditions, a supervisor may approve a non-standard work week.

**Temporary Hours** – Temporary employees receive payment for actual hours worked and are not eligible for any paid holidays. Salaried Temporary employees (adjunct, professional, post docs, phased retirees, and graduate assistants/associates) are paid a bi-weekly amount to complete a project or assignment and may be paid if so certified.

**Flextime** - Flextime is a privilege. When requested by an employee, the supervisor may approve a daily work schedule which differs from that generally used by the work unit. Approval may be on an incidental basis or a permanent basis and may be rescinded if the variation in work schedule is detrimental of the operation of the work unit or hinders the providing of services. The approval should be in writing and the position description updated in Careers@USF to reflect the revised hours of work. A supervisor may elect to rotate flextime privileges among staff.

#### **Other Situations that May Be Considered Work Hours:**

**On-Call** - Situations are generally not considered hours of work. However, when an employee is instructed to remain at the work site because (s)he is on-call, those on-call hours are considered hours of work.

**Required Training** - The hours spent in "class time" for training, workshops, seminars, classes, or courses which the employer requires are considered work hours.

**Emergency Closing** - When the university is closed all or in part due to a natural disaster or an unplanned sudden emergency occurrence, only those employees who perform essential services and are required to work are permitted to work. This may include University Police or other employees designated as essential personnel for the purpose of the emergency. Vice Presidents, Deans, and Directors or their designees of a college, division or department will identify those personnel that are deemed to be essential personnel. The time spent performing essential duties during an emergency closing are considered hours worked.

**Other Situations** - There may be other activity under the aforementioned situations that may actually be considered as "work hours," and are therefore compensable. Some of the activities will have to be evaluated on a case-by-case basis. Remember that in determining work hours, all aspects of the situation must be reviewed.