

3.262 RCUH Work Schedule, Work Week, and Work Hours

I. Policy

The Principal Investigator or designee determines the work schedules for project employees. Employees are notified of changes to the work schedules in advance, or as soon as practicable, except in the case of an emergency or other unforeseen disruption to the normal work schedule.

II. Responsibilities

A. RCUH Employee

1. Find out work schedule and report to work accordingly.
2. Submit requests for leave and/or changes in work schedule in advance, according to procedures established by the Principal Investigator.

B. Principal Investigator

1. Determine employees' work schedules according to program/operational needs and notify employees. Inform employees of any changes to the work schedule in advance.
2. Review all requests for leave and/or changes in work schedule as requested by the employee. Inform employee if request is approved or disapproved.
3. Seek approval for all non-traditional work schedules from the RCUH Director of Human Resources.

III. Applications

This policy applies to all RCUH employees regardless of FTE or employment category.

IV. Details of Policy

A. Definitions Relating to This Policy

1. Standard Work Schedule: The standard work schedule for a full-time, salaried employee is 8.0 hours paid workday with a minimum of 30 minutes unpaid lunch period (if an unpaid meal break is part of the daily work schedule). Starting and end times may vary depending on operations and circumstances, as determined by the Principal Investigator. Meal periods may vary from 30 to 60 minutes of unpaid time.
2. Standard Work Week: The standard workweek is a 40.0-hour period beginning at 12:00 a.m. (midnight) Monday morning and ending at 11:59 p.m. Sunday night.

3. Standard Work Hours: The standard compensable (paid) work hours include all time associated with the “workday.” The “workday,” in general, means the period of time on a particular day between when an employee commences and when he/she ceases his/her “principal activity.” The workday may therefore be longer, or shorter, than the employee’s scheduled shift, hours, tour of duty, or production-line time.

- B. Work Schedules Are Determined by the Principal Investigator or Designee** – Work schedules are established by the Principal Investigator/designee according to program/operational needs.

Unforeseen Disruption in Work Schedules –The Principal Investigator/designee may be required to make a work or no-work decision due to an emergency or other unforeseen disruption to the normal work schedule. The Principal Investigator/designee must make reasonable decisions based on local operating conditions as to whether to declare a shutdown or not. Every effort should be made to ensure employee safety. As applicable, coordination and/or consultation with local officials should govern the Principal Investigator’s decisions.

Refer to the attachment below for guidance on any unforeseen disruption to an RCUH employee’s work schedule (i.e., prolonged power outages, natural disasters, terrorist attacks, national security facility lockouts, etc.).

[Memo - Unforeseen Disruption in Work Schedule](#)

Non-Traditional Work Schedules –At the Principal Investigator’s discretion, a non-traditional work schedule may be used (i.e., telework, flextime and/or alternative work schedules). However, all non-traditional work schedules and/or any variances from the standard workweek must be approved by the RCUH Director of Human Resources to ensure related legal requirements are fulfilled (i.e., overtime compensation of non-exempt employee consistent with the Fair Labor Standards Act).

V. Procedures

- A. Principal Investigator/Designee Will Determine Work Schedules** – The Principal Investigator or designee will determine the employees’ work schedules, which will be made known to the employees. Any changes to the work schedule must be communicated to the employee with reasonable advance notice.
- B. Employee Must Report to Work According to the Schedule**
- C. Requests for Leave or Change in Work Schedule Must Be Requested** – Any requests for leave or change in work schedule must be requested in advance (except for unforeseen emergencies) by the employee and reviewed/approved by the Principal Investigator/designee, before the leave is taken or revised schedule is worked.

VI. Contact

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VII. Relevant Documents

[Memo - Unforeseen Disruption in Work Schedule](#)

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