



## Standard Business Hours and Worked Hour Requirements

**Responsible Official:** Chief Operating Officer

**Responsible Office:** Human Resources

### Policy Purpose

This policy specifies the standard business hours of East Tennessee State University and the worked hour requirements for non-faculty Regular Employees.

### Policy Statement

ETSU's standard business hours are 8:00 a.m. to 4:30 p.m. (Standard Business Hours), Monday through Friday. Non-faculty staff are expected to work during the Standard Business Hours. However, individual units, including, but not limited to University School, facilities, public safety, athletics, libraries, and clinics may work alternate schedules that best serve the campus and community according to the services they provide.

In general, Regular Employees are expected to work at least 37.5 hours per week to be considered full-time, with the week beginning on Sunday at 12:00 a.m. and ending Saturday night at 11:59 p.m. The official workday is 7.5 hours which allows for a one-hour unpaid meal break. Some units are assigned a 40 hour work-week; those units schedules and overtime are adjusted accordingly. Part-time Regular Employees' hours are pro-rated according to their percentage of effort.

Under federal law, employees are permitted up to 15 minutes for a work-break period during the first half of the work shift and again during the second half of the work shift, if the work does not allow the employee to take regular breaks as needed. Work breaks and/or lunch breaks cannot be accumulated to be used for early departure from duty. For purposes of calculating the hours worked each week, lunch/meal breaks shall not be counted as time worked, but work-breaks shall be counted.

**Authority:** Fair Labor Standards Act

**Previous Policy:** PPP-OS Pay Procedures, TBR No. 5:01:01:00

### Defined Term

*A defined term has a specific meaning within the context of this policy.*

**Regular** Regular employees are personnel (1) whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, (2)

who are employed on a continuing basis, and (3) who are eligible for full benefits {pro-rated based on percentage of effort}.

### Policy History

Effective Date: 06/17/2

Revised Date:

### Procedures

### Procedure History

Effective Date:

Revised Date: