

## Article 15

### HOURS OF WORK

#### A. DEFINITIONS

The standard work week consists of seven (7) consecutive days beginning at 12:01 a.m. Monday. A normal schedule of work for a full-time employee shall be one (1) shift per day, and five (5) shifts per week beginning Monday. A shift is eight (8) consecutive hours of paid work time, exclusive of one-half ( $\frac{1}{2}$ ) hour of unpaid lunch, except in the Press, Edition Bindery and Prepress series at the Berkeley location where a shift is seven and one-half ( $7\frac{1}{2}$ ) consecutive hours of paid work time exclusive of one-half ( $\frac{1}{2}$ ) hour of unpaid lunch. This section shall not be construed as and is not a guarantee of any hours of work per day or per week, but is the normal schedule of work.

#### B. STARTING TIME

1. Full time employees assigned to the day shift shall be assigned to a regular starting time no earlier than 6:00 a.m. and no later than 8:30 a.m. Employees assigned to the second shift shall be assigned to a regular starting time no earlier than 2:00 p.m. and no later than 4:00 p.m. Employees assigned to the third shift shall be assigned a starting time no earlier than 10:00 p.m. and no later than 12:01 a.m.
2. Starting times shall be the same throughout the week. However, an individual employee's starting time may be changed if the employee is notified no later than the end of his/her shift before any change in starting time, except in the case of emergency when normal staffing conditions cannot be maintained or when such advance notice cannot be given.

#### C. SHIFTS

Should the University change an employee's regular shift and assign the employee to a different shift, it shall notify him/her prior to the completion of his/her regular shift on Friday (to be effective the following Monday). Employees will not be moved from one shift to another shift for a period of less than five (5) days, unless mutually agreeable.

#### D. WORK DAY

All employees shall be present at the designated work station and ready for work at their starting time and shall remain at their work site and continue working until the end of the working period unless otherwise instructed or excused by their immediate supervisor.

#### E. LUNCH PERIODS

Lunch periods shall not be scheduled before three and one-half ( $3\frac{1}{2}$ ) hours of time worked or after four and one-half ( $4\frac{1}{2}$ ) hours of time worked and shall not exceed thirty (30) minutes in duration. Modifications may be made with the mutual consent of the University and the employee.

#### F. REST PERIODS

Rest periods as normally practiced at each location shall be continued subject to operational requirements. If provided, rest periods shall be scheduled as to time and duration by the University, and shall be paid. If provided, the rest period is intended to be a recess from

work. Rest periods may not be used to cover an employee's late arrival to work or early departure, to extend the lunch period, nor may they accumulate if not taken.