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Personnel Policies for Staff Members

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Compensation

31. Hours of Work

March 1, 2002

A. EXEMPT EMPLOYEES

The workweek for full-time exempt employees is normally considered to be 40 hours, and for part-time employees the proportion of 40 hours equivalent to the appointment percentage; however, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours. Exempt employees do not receive overtime compensation or compensatory time off, or additional compensation beyond the established salary for the position except as provided in Staff Policy 30.I, Administrative Stipend for Temporary Assignments.

B. NON-EXEMPT EMPLOYEES

The regular number of hours worked by full-time, non-exempt employees is 40 hours in a workweek. Work beyond 40 hours in a week is subject to additional compensation only under the circumstances described in Staff Policy 32, Overtime.

1. Meal Periods. Any work period of 6 continuous hours or more shall provide for a meal period of at least 1/2 hour. Meal periods, which should be substantially duty-free, are neither time worked nor time on pay status.

2. Rest Periods. A full-time employee may be granted two 15-minute rest periods, one to be taken in the work period prior to the meal period and one in the work period following the meal period. A part-time employee may be granted one 15-minute rest period for each work period of 3 continuous hours or more, not to exceed two rest periods per day. Such rest periods shall be considered as time worked.

3. Activities Before or After the Work Schedule. When the University requires that the employee must change into or out of uniform, engage in

special washing or cleaning procedures, or perform other activities on or at a University facility before or after the work period, the time spent in such activities shall be considered as time worked.

4. Travel Time. Assigned travel during an employee's regular working hours on work days is counted as time worked. Travel time between home and the work place is not time worked. Travel that keeps an employee away from home overnight and that occurs outside the employee's normal working hours is not considered as hours of work. However, travel that does not keep an employee away from home overnight is considered as hours worked, as is travel that occurs during the hours an employee normally works when the travel occurs on the employee's days off.

5. Call-Back. When an employee is called back to work after completing the regular work schedule and leaving the premises, the employee shall be paid for time actually worked upon return or a minimum of three hours, whichever is greater. Call-back time actually worked must be included in the calculation of the regular rate.

6. On-Call. An employee is considered to be in on-call status only when assigned by the University. On-call will be considered hours worked when an employee is required to restrict personal activities so that the employee cannot use his or her time effectively for the employee's own purposes. Under such circumstances, the employee will be paid at the employee's normal pay rate (or overtime when appropriate).

On-call will not be considered hours worked when employees are free to engage in activities for their own purposes, but are required to inform the employer how they can be reached or to carry a beeper or radio. It is not mandatory to compensate for this type of on-call; however, locations may establish on-call rates according to local needs.

Payment for on-call time is included as part of compensation in calculating the regular rate (see Definitions) for determining premium overtime pay. An employee in on-call status is not eligible for minimum call-back payments.

Applicability: Exempt and Non-exempt Staff Employees. (See also: [Staff Policy 32, Overtime](#), and [Staff Policy 33, Shift and Weekend Differential](#).)



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