

## UC Davis Personnel Policies for Staff Members

### Compensation

#### Section 31, Hours of Work

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Responsible Department: Human Resources

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*Exhibit A, Workplace Flexibility Arrangements*

#### 31.A. EXEMPT EMPLOYEES

**Note 1--Work Schedule.** An exempt employee who has regularly worked more than his or her appointed percent of time may ask for time off in recognition of the additional effort. A supervisor may grant such a request with no loss of pay or accrued leave.

#### 31.B. NON-EXEMPT EMPLOYEES

**Note 1--Schedule Change.** On campus, a department head may change the standard department work schedule (Monday to Friday, 8 to 5). A supervisor may approve an individual alternate schedule. Employee & Labor Relations shall be consulted if the proposed schedule involves anything other than 40 hours per workweek (e.g. a 9/80 plan).

At UCDHS, the approval of an Employee & Labor Relations Analyst is required to change the standard department work schedule or approve an alternate schedule for an individual.

In the case of a long-term schedule change, the affected employees should be told about the change at least 15 days in advance.

**Note 2--Calendars.** The number of work hours per month is on the Web at <http://www.hr.ucdavis.edu/Elr/Hours>. The payroll calendar is on the Web at <http://payroll.ucdavis.edu/calendars/>.

**Note 3--Rest Periods.** Rest periods are set by the supervisor. A supervisor may grant a request to a combine a rest period with a meal period or take one at the start or end of a day. However, a rest period shall not be saved for use on another day.

**Note 4--On-Call Pay.** The Associate Vice Chancellor--Human Resources designates the job titles that are eligible for on-call pay and sets the rates. These job titles and rates are shown in the salary database, on the Web at <http://www.hr.ucdavis.edu/Salary>.

#### 31.C. GENERAL

These notes apply to both exempt and non-exempt employees.

**Note 1--Forms.** Sick leave, vacation, compensatory time, and all other leaves shall be recorded on an Absence Notice form or a form with equivalent fields (campus). At UCDHS they shall be recorded on a timesheet or in the KRONOS time system. The campus form (Calcode 71461-107) is available from Storehouse, or on the Web at <http://www.hr.ucdavis.edu/Forms>.

**Note 2--Workweek.** Attendance records shall contain the employee's workweek and work schedule, if not standard.

**Note 3--Records.** All time worked and absences must be recorded in the payroll/personnel system. See Accounting Manual Section P-196-13 for more information.

**Note 4--Records Retention.** The department must keep attendance records for at least 5 years. The records may be reviewed by auditors at any time.

**Note 5--Alternate Work Arrangements.** See Exhibit A.