



XAVIER UNIVERSITY

Hours of Work

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Xavier University department hours must be arranged to meet the operational needs of the University and to effectively deliver customer service. Therefore, work schedules are arranged by departmental supervisor to accommodate the work that needs to be done.

The University encourages the evaluation of flexible work arrangements as one approach to supporting staff and their work-life effectiveness, to improving morale and to recruiting and retaining a high-quality workforce.

B. POLICY

Xavier University shall establish the standard workday, workweek, and starting and quitting times for employees on each shift, in each department, in consideration of current and anticipated workload and other relevant factors.

Flexible work schedule options may be adopted to include:

- Flex Time
- Compressed Work Week
- Telecommuting
- Part-time Employment

Departments may develop flexible schedules and consult with the Office of Human Resources as necessary. A Flexible Work Agreement Template is available on the [forms page of the OHR website](#).

C. PROCEDURE

1. Supervisors shall establish daily work schedules and for certain departments this may include evening hours, night hours, and/or weekends. No established schedule shall be constructed as a guarantee of work hours or as a restriction of Xavier University's right to restructure the workday or workweek.
2. Supervisors should attempt to make scheduling changes in a fair and equitable manner. They should also make every effort to develop work schedules that fairly balance the distribution of necessary weekend or holiday work among employees.
3. Depending on departmental needs, the workday may exceed or be less than the normal working hours.
4. In a 24-hour, 7-day a week operation, employees may be required to work weekends or partial weekends on a scheduled basis. Supervisors are responsible for departmental weekend schedule structure.
5. Employees are encouraged to discuss with their supervisor alternative/flexible work options.

Other applicable policies and/or resources:

Overtime
Holidays