



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Standard Workweek and Hours Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

This policy defines the standard workweek and normal hours of operations for Kentucky State University (KSU) and sets forth the expectations and responsibilities of exempt and non-exempt staff employees.

The basic workweek for all staff employees is Monday through Friday. The standard work schedule for full-time, non-exempt employees is thirty-seven and one-half (37.5) hours per week; however, some employees may be required to work forty (40) hours per week. Normal operating hours for KSU are from 8:00 a.m. to 4:30 p.m., except for those employees who are assigned shift work.

Exempt employees are expected to work as much as is required to accomplish the responsibilities of their jobs. Exempt employees must report scheduled and unscheduled absences to maintain accurate records. Exempt employees who work less than a full day (7.5 or 8 hours depending on their classifications) must use sick or vacation time in order to be paid for hours that were not worked. In the event that an employee does not have sick or vacation time available, his or her pay will be reduced to account for all hours not worked.

Non-exempt employees are expected to observe assigned working hours and the time allowed for lunch and

rest periods. Non-exempt employees are given a 60-minute unpaid lunch period for a full workday, or a 30-minute unpaid lunch period for a five-hour workday. Non-exempt employees will receive one (1) 10-minute rest period for each four-hour work period or major portion thereof.

DEFINITIONS:

Exempt Employee

Exempt employees are employees in positions exempt from overtime pay.

Full-Time Employee

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week (40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least nine (9) months per year. Full-time employees are eligible to participate in all KSU-provided benefits.

Non-Exempt Employee

Non-exempt employees are employees in positions not exempt from overtime pay.

Part-Time Employees

Part-time employees are employees hired to regularly work between 20 and 24 hours per week for a period of at least nine (9) months per year. Part-time employees are ineligible to participate in KSU-provided benefits.

RELATED POLICIES:

Employee Classification Policy
