

STAFF WAGE AND HOUR POLICIES

Work Schedule

Basic Workday

Most university offices are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. A staff employee's regular work schedule may differ, depending upon the needs of the department, and may be changed at any time at the department's discretion provided that the staff employee is given sufficient notice. Departments wishing to change a staff employee's regular work schedule must consult with Personnel Services before implementing the change.

The basic workday used for timekeeping purposes for work schedules beginning between 12:00 midnight and 12:00 noon is 12:00 midnight through 12:00 midnight. The basic workday used for timekeeping purposes for work schedules beginning between 12:00 noon and 12:00 midnight is 12:00 noon through 12:00 noon.

Standard Work Week

The standard work week used for timekeeping purposes is 12:01 a.m. on Thursday through 12:00 midnight on the following Wednesday, or noon on Thursday through noon on the following Thursday.

Normal Weekly Work Period

The normal weekly work period at the university is 37.5 hours. Depending upon their needs, some departments have established a normal weekly work period of 40 hours. Rates of pay are calculated using the normal weekly work period established by the department.

A staff employee must report to work in accordance with the work schedule established by his or her department. A staff employee must notify his or her supervisor of unexpected absences as soon as he or she knows he or she will be late or unable to report for work and/or request leave in accordance with university policy and departmental procedures regarding tardiness, absences or leave notification.

Alternative Work Schedule

A non-exempt staff employee may not work an alternative work schedule in which he or she is regularly scheduled to work in excess of eight hours in a workday unless the procedures noted in the Alternative Work Schedule policy have been followed.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.

Issued by: Todd R. Dickey
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