

Standard Practice Guide Policies

Work Schedules

201.67

Applies to: All staff with the exception of those covered by the terms of a collective bargaining agreement

I. POLICY

II. Work schedules are designed to:

- A. Provide orderly and efficient service.
- B. Provide regularly recurring consecutive hours of work where practicable.
- C. Avoid overtime.
- D. Full-time staff members are regularly scheduled for forty (40) hours of work each week. In most units, this consists of five (5) eight (8) - hour days. Special characteristics inherent in some jobs and temporary work situations may warrant establishing schedules which vary from this pattern. Starting and quitting time may vary from unit to unit and within a unit.

III. Supervisors are encouraged to accommodate the child care and family care needs of staff members, to the extent possible and consistent with the operating requirements of the unit, by adjusting work schedules and starting and quitting times.

Notes

April 2019: reviewed with no changes.

This SPG was updated in October 2023 to include links to related policies and procedures.

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201.67

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October 10, 2028

Applies To:

All staff with the exception of those covered by the terms of a collective bargaining agreement

Owner:

University Human Resources

Primary Contact:

University Human Resources

Related Policies:

Lunch Periods (</policy/201.31>)

Rest Periods (</policy/201.52>)

Work Rules and Conditions (</policy/201.05>)

Related Links:

Holidays During Non-Traditional or Compressed Workweeks (<https://hr.umich.edu/working-u-m/management-administration/uhr-procedures/20126-0-holidays>)

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