Meal Time for Nonexempt Employees

Meal periods are not considered work time if the periods are 30 minutes or longer, the employee is completely relieved from performing any duty, and is not required to perform any work activity.

Employees must record any meal period interruptions as work time on their time sheets and advise their supervisor of interruptions or missed meal periods. Employees should not take their lunch break at their desk.

Early Arrivals/Late Departures for Nonexempt Employees

Employees are not entitled to early arrivals or late departures unless authorized. Employees who arrive before their shift and begin work upon arrival or continue to work after the scheduled ending time must count that time as work time. Employees who arrive early or stay after their shift and do not engage in work are not on work time. The scheduling of work hours remains at the discretion of the supervisor.

Travel Time After Being Called Back to Work for Nonexempt Employees

Travel time spent by employees after being called back to work is considered work time.

Conference/Training Attendance for Nonexempt Employees

Employees who attend conferences/training at the expense of the University are considered the University's representatives to the conference/training for the benefit of the employer and therefore are on work time. However, employees are not considered to be on work time for voluntary, social events or other non-educational activities for which an employee elects to participate and that exceed the normal number of working hours.

Employees who attend any training provided by the University which is required by their supervisor or University policy are on work time.

Employees who attend job related training that is neither paid for, nor required, by the University (such as any training or education which is a requirement of a profession or a licensing board) may do so on work time only during regularly scheduled working hours and with the permission of their supervisor.