

UIC POLICIES AND PROCEDURES

NUMBER
319

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SUBJECT Work Schedules for Support Staff	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To clarify guidelines regarding support staff work schedules and to establish supervisory responsibility for temporary and permanent modification of support staff work schedules.

SOURCES AND BACKGROUND

State University Civil Service System Statute and Rules
University of Illinois Policy and Rules for Civil Service Staff
Collective Bargaining Agreements

APPLICABILITY

All unit supervisors and support staff

POLICY

The Chancellor sets the daily starting and ending times for the Campus. All University support staff work on one of two regularly recurring 5-day-per-week schedules:

1. 8 hours/day and 40 hours/week
2. 7.5 hours/day and 37.5 hours/week

Any permanent deviation from an employee's assigned number of work hours requires the approval of the Assistant Vice President of Human Resources (AVPHR). Permanent deviations will be considered only to meet special operational needs. Temporary deviations may be approved by department heads only to meet temporary special operational needs. Supervisors should give reasonable (usually two weeks) notice to employees if there are to be any changes in their work schedules. Exempt employees are expected to be present during the operational hours of their units and at other hours as required by the needs of those units.

PROCEDURES

RESPONSIBILITY

Changing an employee's starting and ending time:

1. Supervisor

ACTION

Informs employee in writing of the new schedule with reasonable notice (usually two weeks) upon

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2. Employee

recognition of a special operational need for a schedule change.

Follows the new schedule from the date set forth by the supervisor.

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RESPONSIBILITY

ACTION

Requesting a permanent deviation from the regularly recurring 5-day-per-week work schedule:

1. Department/Unit Head

Prepares and sends a memorandum to the Human Resources Compensation Section requesting approval for a permanent deviation in an employee's work schedule to meet departmental operational needs.

2. Human Resources Compensation Officer

Analyzes merits of the request, as well as campus implications and, if acceptable, forwards request to Assistant Vice President of Human Resources.

3. Assistant Vice President of Human Resources

Approves or disapproves the request and forwards response to the Human Resources Compensation Officer.

4. Supervisor

Informs employee of the change and gives reasonable notice (usually two weeks) to the employee, if the change is approved.

5. Employee

Follows the new schedule from the date set forth by the supervisor.