

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/22/18

ACCEPT (Y/N): Y

The standard workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday.

Work schedules for our employees are established within the framework of the facility operating hours. A normal working schedule for full-time hourly employees consists of an average of 35-40 hours per week averaged over any rolling 12 week period, exclusive of any scheduled meal period. Various factors, such as workloads, event activity, operational efficiency, and staffing needs may require variations in an employee's starting and quitting times and total hours worked each day or each week. Certain employees will also be required to work evenings and/or weekends. In addition, employees may occasionally be required to work overtime or hours other than those normally scheduled, possibly including the occasional split shift. The MIC reserves the right to assign employees to jobs other than their usual work assignments when required.

Each employee's supervisor will advise the employee regarding his specific working hours. The weekly work schedule will be completed by Wednesday for the following week. The schedule will be posted on the office bulletin board and communicated to individual employees via email.

Employees are hired based on their availability. All new hires are required to fill out a form listing their times of availability. Changing availability may result in fewer scheduled hours if the new availability does not meet facility needs. Employee Availability Change Request forms must be completed and submitted to the SFM for possible approval no later than 14 days prior to change.

All requests for time off must be submitted in writing on the appropriate form and turned in to the SFM at least 14 days in advance. Requests will be considered in the order in which they are received and may be denied based on staffing needs of the facility and/or the employee's history of requesting time off. If a request for time off is not granted, the employee is responsible for working their shift or will be subject to the Absenteeism Policy (2.3.8).

Any employee who intends to "switch shifts" or have a different employee "cover" their shift must submit a completed Employee Substitution Form at least 3 days in advance to the SFM or Personnel Administrator. Such requests must be approved by the SFM or Personnel Administrator or the originally scheduled employee remains responsible for working the shift.