



Human Resource Services POLICY RESOURCES

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Applies to:	Marshall University
Title:	Work Week
Number:	MU-HR-23
Effective Date:	03/01/08
Last Revision Date:	

The work week is a regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins at 12:01 a.m. on Sunday and ends at 12 midnight the following Saturday. The institutional president or the president's designee may establish a work week different from this, provided that record keeping requirements are met, as set forth in relevant law. A work schedule of thirty-seven and one-half (37 1/2) hours will be established within a work week.

Fair Labor Standards Act (FLSA) non-exempt employees in regular-status, full-time positions are normally required to work 37.5 hours per week, generally consisting of five 7.5 hour days. Typically, University offices are open Monday - Friday, 8:00 a.m. to 4:30 p.m. FLSA exempt employees are excluded from the provisions of the Fair Labor Standards Act. Employees in this status typically work a 7.5 hour day but may be required to work additional and/or varied hours.

Shift work may be required in some areas, such as Public Safety, Physical Plant and Auxiliary Services. These areas may require 24-hour coverage seven days a week and employees may work varied days and shifts.

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