I. POLICY REFERENCES
UC-PPSM 31, Hours of Work
UC-PPSM 32, Overtime
UCOP Title and Pay Plan
UCOP Online Payroll Time Reporting (PTR) System Manual

II. DEFINITION

The workweek for full-time exempt and non-exempt employees is normally considered to be forty (40) hours.

III. EXEMPT EMPLOYEES

Exempt employees regularly receive a predetermined salary each pay period based on their established annual earnings. This amount is not subject to reduction because of variation in the hours they work. In addition, exempt employees are not eligible to receive overtime compensation or compensatory time off or additional compensation (e.g., premium time, call-back, on-call pay, etc.) beyond the established salary for the position except as provided in UC-PPSM, 30 (III. I., Administrative Stipend for Temporary Assignments). Greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours.

Use of vacation and sick leave will be recorded in one (1) day increments. Absences of less than a day will not be charged against leave time. When an employee has exhausted all available accrued vacation and sick leave, salary will not be reduced (“docked”) for absences of less than a full day. Work schedules may fluctuate and vary based on operational needs but exempt employees are not required to record their work time for purposes of receiving their established salary.

IV. NON-EXEMPT EMPLOYEES

Non-exempt employees are required to account for time worked as well as for the use of sick, vacation, compensatory, and other leave time to the nearest one-quarter hour. When an employee has exhausted all available accrued vacation leave, sick leave, and compensatory time, salary will be reduced ("docked") in proportion to any absences from scheduled work time. They are compensated for qualified overtime hours at the premium (time and one-half) rate. Refer to UC-PPSM 32 (II.C), Overtime.

A. Meal Periods

Refer to UC-PPSM 31 (Hours of Work) (III. B1.)

B. Rest Periods

A full-time employee may be granted two 15-minute rest periods, one to be taken in the work period prior to the meal period and one in the work period following the meal period. A part-time employee may be granted one 15-minute rest period of each work period of three (3) continuous hours or more, not to exceed two (2) rest periods per day. Such rest periods shall be considered as time worked. A rest period shall not be added to a meal period or taken at the beginning or end of a work period except that the department head may approve adding rest periods to meal periods when circumstances require such action. Time not used for rest periods shall not be accumulated for use on another day. Scheduling of rest periods is subject to the approval of the employee’s supervisor.
C. **Activities Before or After the Work Schedule**

The Department Head may establish internal work rules to define the maximum amount of time employees may spend in changing clothes or performing other activities covered by UC-PPSM 31 (Hours of Work)(III.B.3). This time shall be considered as time worked.

D. **Travel Time**

University travel during the employee’s normal working hours, including scheduled days off, shall be considered time worked except if it is home to work travel. Whether travel outside normal working hours counts as time worked depends on the nature of the travel, as follows:

1. **Travel to an Alternate Worksite in a Single Day:** Time spent by an employee travelling from job site to job site during the workday counts as hours worked. Travel from home to the first work site, or from the last work site to home, does not count as hours worked. For example, an employee who normally finishes work at 5 p.m. is working at an alternate site until 8:30 p.m. The employee is required to return to the regular work site after completing the assignment and arrives there at 9:00 p.m. The time spent in travel from the alternate job site to the regular work site shall be counted as hours worked. On the other hand, if the employee goes directly from the alternate job site to the employee’s home, that travel is not considered hours of work.

Similarly, an employee who normally starts work at 8:00 a.m. is required to report to work at 7:00 a.m. for instructions, tools, etc., before proceeding to an alternate work site. The time spent traveling from the regular work site to the alternate work site shall be considered hours of work. On the other hand, if the employee goes directly from home to the alternate work site, that travel time is not counted as hours of work.

2. **Special One-Day Trips:** An employee who regularly works at one location may be given a special 1-day assignment to travel to another campus. Travel between the employee’s home and the airport, train station or other method of public transportation would not count as hours worked. The remaining travel time would count as hours worked, even if it occurs outside of normal working hours. For example, an employee who normally starts work at 8:00 a.m. is required to travel by airplane to another campus. The employee’s scheduled departure time is 7:00 a.m. and the employee arrives at the airport at 6:00 a.m. The time spent traveling from home to the airport is not counted as time worked. Hours of work begin with the employee’s arrival at the airport at 6:00 a.m. The employee returns by airplane, landing at 9:00 p.m. on the same day, and goes directly home. The return travel time is counted as hours of work, except that the travel from the airport to the employee’s home is not counted as hours of work.

3. **Overnight Trips:** Travel that keeps an employee away from home overnight counts as hours worked when it cuts across the employee's workday, both on regular working days and during those corresponding hours on nonworking days. If an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, then travel time during these hours is work time on these days as well as on Saturday and Sunday. For example, an employee who normally works until 5:00 p.m. departs on an overnight trip from the home city on a 4:00 p.m. flight which arrives at the alternate work site at 6:00 p.m. The time between 4:00 p.m. and 5:00 p.m. counts as time worked; the time between 5:00 p.m. and 6:00 p.m. does not count as time work. If, however, the employee actually performs work between 5:00 and 6:00 p.m. while on the airplane, that time would count as time worked.

An employee who normally works until 5:00 p.m. departs from the home city on a 7:00 p.m. flight which arrives at the alternate work site at 8:30 p.m., where the employee remains overnight. None of the travel time is considered time worked. If, however, the employee works on the airplane from 7:30
to 8:30 p.m. that time would count as an hour of work and the remaining travel time would not be considered work time.

E. **On-Call for Non-Exempt Employees**

Payment for on-call time shall be in accordance with the provisions of UC-PPSM 31 Hours of Work. Department heads wishing to establish on-call rates for position classes where such rates do not currently exist, or to modify existing on-call rates, shall submit a written request to UCOP Compensation. On-call rates will be established by the UCOP Compensation by title code based upon prevailing pay practices and will be published in *UCOP Title and Pay Plans*, which is located on the web at [https://tcs.ucop.edu/tcs/jsp/homePage.htm](https://tcs.ucop.edu/tcs/jsp/homePage.htm).

V. **STANDARD AND ALTERNATE WORKWEEKS**

The standard workweek is from 12:01 am Monday to 12:00 midnight the following Sunday. When circumstances require such action, alternate workweeks of any other seven (7) consecutive twenty-four (24) hour periods may be approved by the Division or Department Head (or designee) following consultation with the Manager, UCOP Employee and Labor Relations (or designee) regarding Fair Labor Standards Act (FLSA) and notice requirements.

VI. **WORK SCHEDULES**

Work schedules are established and approved by the Division or Department Head (or designee) following consultation with the Manager, UCOP Employee and Labor Relations (or designee) regarding FLSA and notice requirements.

VII. **ALTERNATE WORK SCHEDULES**

A. The objective of alternate work schedules is to allow employees flexibility in scheduling their work hour based on departmental approval subject to the following terms and conditions are as follows:

1. Departmental discretion to determine if staffing coverage is adequate and sufficient to meet the operational requirements and business necessities of the department.

2. Nonexempt employees - written agreement on the establishment of workweeks to be used by each employee on an alternate work schedule to be signed by both the employee and the supervisor/manager (e.g., 12:01 a.m. Friday – 12 o’clock midnight the following Thursday).

3. Nonexempt employees - an established workweek of forty (40) hours -- totaling no more than five (5) days in the established workweek -- shall be observed.

4. No alternate work schedule shall be approved requiring more than forty (40) hours of actual work in a workweek.

5. Computation of Vacation/Overtime/Sick Leave shall be the same for an employee working an alternate work schedule as for those working a standard workweek schedule.

6. Alternative work schedules may be evaluated over a three (3) month trial period.

7. The department may, at its discretion, implement, continue, discontinue or modify alternate work schedules as required to support the needs of the department.
8. At its discretion, the department has the right to return an employee to a standard workweek schedule.

B. **Employee/Supervisor Responsibilities**

1. The employee may submit a written request to his or her supervisor/manager for review. If approved, the employee will be so notified in writing by the same.

2. The employee plans and organizes his or her time to meet the needs of his or her job requirements.

3. The supervisor/manager ensures that alternate work schedules are administered consistently in a fair and equitable manner and that alternate work schedules conform to University policy and regulatory guideline.

4. The supervisor/manager also ensures that appropriate staffing is always available to meet the operational needs of the department.

VIII. **MONTHLY WORKING HOURS**

The UCLA Payroll Office publishes a complete payroll calendar, which is applicable to UCOP employees, and which is available on the web at [http://www.payroll.ucla.edu](http://www.payroll.ucla.edu).

IX. **ATTENDANCE RECORDS**

Attendance records shall contain the employee’s assigned workweek and work schedule, if not standard. All time worked and absences must be recorded in the Personnel/Payroll System (PPS).

Attendance records must be maintained in the department’s file for a minimum of five (5) years, or longer if required by the terms of a contract. Records are subject to audit by University, State, and Federal auditors.