

Internal Policies and Procedures of the Utah State Board of Education	
Policy	04-14
Subject	Work Schedule
Date	April 1, 2022
Policy Owner	Director of Human Resources
Policy Officer	Deputy Superintendent of Operations
References	DHRM Administrative Rule DHRM Rule R477-8-1. Work Week

I. PURPOSE AND SCOPE:

1. The purpose of this policy is to establish general expectations for work hours at USBE.
2. This policy applies to all USBE employees.

II. POLICY:

1. USBE employees shall meet work obligations by being punctual and working full shifts.
2. Time worked must be reported accurately.
3. The standard workday for USBE is eight hours per day, Monday through Friday.
4. A supervisor shall approve, in advance and in writing or email, time worked outside of an employee's normal shift.

III. PROCEDURES:

1. The standard workday at USBE is a minimum of eight hours, plus uncompensated time taken during lunch, with the offices open to serve the public from 8:00 am to 5:00 pm.
2. Upon approval, an employee may work required hours outside of the normal operating office hours but may not have an alternative schedule that begins before 7:00 am or ends after 6:00 pm (see [Alternative Work Schedules Policy](#)). Exceptions to employee working before 7:00 am or ending after 6:00 pm shall be approved by the Superintendency.
 - a. An employee's alternate schedule may not regularly allow the employee to leave before 3:30 pm.
3. USBE employees may choose to take a lunch break or not. The lunch break is uncompensated.
4. Employees may take a 15-minute compensated break period for every four hours worked. Break periods may not be accumulated to accommodate a shorter workday or longer lunch period.
5. Supervisors shall document and maintain all approved overtime hours and verify that there are sufficient funds in the budget to compensate for overtime.

6. For purposes of accruing compensatory time, all exempt employees are automatically coded as “999” and are not compensated for the 81st hour in a pay period.

IV. HISTORY:

This policy supersedes the previous Working Conditions policy that was established April 20, 2010 and updated to the Work Schedule policy on February 7, 2018.