

Standard Work Hours for Staff in Non-Exempt Positions

Clark University's policy states that full-time staff holding 35 hour/week non-exempt positions are expected to work Monday through Friday, either 8:30am - 4:30pm or 9:00am - 5:00pm) and for those working 37½ hour positions, the standard work day is 8:30am to 5pm. In both situations the workday includes a one (1) hour unpaid lunch. Clark values the contributions of its employees and believes individuals should take advantage of this time to reenergize. Foregoing your lunch break on a regular basis is not an option.

These standard hours have been defined to provide continuity and uniformity of office coverage across the university in both academic and administrative departments and afford faculty, staff and students the ability to conduct business throughout the workday.

Employees in non-exempt positions are required by law to complete time sheets reflecting actual hours worked including the one (1) hour unpaid lunch break. Time sheets are due in the Payroll office by 10am on Monday following the pay period, and should not be submitted prior to completing your work week. Time sheets are considered legal documents and the employee's and supervisor's signatures should reflect the accuracy and validity of the hours recorded.

While the University recognizes the need for occasional flexibility in work schedules, if a supervisor believes that regular deviations from these standard work schedules would benefit the department and the University, they should receive approval from their respective VP in consultation with the Director of Human Resources.