

## Article XX: Hours of Work

### 1. Hours of Work and Regular Work Schedules

#### A. Definitions

- a. Full-time Employee. An employee regularly scheduled to work forty (40) hours per workweek.
- b. Part-time Employee. An employee regularly scheduled to work less than forty (40) hours per workweek.
- c. Workweek. A regularly recurring period consisting of seven (7) consecutive twenty-four (24) hour periods that begins Monday, 12:00 a.m. and ends the following Sunday at 11:59 p.m.

~~B. The typical work schedule will fall between Monday and Friday, 8:00 am to 6:00 pm Seattle time (PST) or alternative flexible time frames.~~

~~C. No employee will typically be required to work more than five (5) consecutive days in a Workweek.~~

~~D. The regular work schedule will normally include two (2) consecutive scheduled days off. The Employer determines an Employee's regular work schedule.~~

E. Employees may request and be granted alternative work schedules, based on personal or family needs and such requests will be approved by the Employer, subject to work needs. ~~The Employer will consider employees' personal and family needs.~~

F. Permanent FTE Reductions and Increases: The Employer may permanently increase or decrease the FTE of an employee with a minimum of 45 days eight (8) weeks notice. A permanent increase or decrease is defined as one that lasts more than three (3) months. The employee whose FTE is decreased may elect to be placed on the rehire list according to the process outlined in Layoff, Rehire, Seniority Layoff Rehire Article XX. This section does not apply to employee initiated requests to increase or decrease FTE.

G. Temporary FTE Reductions and Increases: The Employer may temporarily increase or decrease the FTE of an employee with a minimum of thirty (30) days' notice. A temporary increase or decrease is defined as one that lasts three (3) months or less. The temporary increase or decrease may be extended beyond three (3) months by mutual agreement between the supervisor and the employee. This section does not apply to employee initiated requests to increase or decrease FTE.

H. Schedule changes: The Employer may change an employee's schedule to meet the needs of the research project.

#### Overtime Exempt Employees-SEE OVERTIME ARTICLE

~~A. Overtime-exempt employees do not receive overtime compensation or compensatory time off. Overtime-exempt employees may be required to work specific hours to provide services, including nights and weekends, when deemed necessary by the Employer.~~

~~B. Employees are expected to work to complete their job responsibilities, which sometimes may involve working extra hours.~~

- ~~C. An occasional partial day absence does not require the use of paid time off.~~
- ~~D. Employees not required to work during suspension of non-essential UW operations remain responsible for meeting work obligations despite the suspension of operations. If a suspension of operations lasts less than one work week, employees are not required to charge leave balances for time missed.~~

### 3. ~~Overtime Eligible Employees~~

- ~~A. Work in excess of forty (40) hours in one (1) Workweek constitutes overtime for overtime eligible employees.~~
- ~~B. Overtime worked by eligible employees shall be compensated at a rate of one and one-half (1-1/2) times the employee's straight time hourly rate.~~
- ~~C. Overtime eligible employees shall receive monetary payment as compensation for overtime worked; however, at the employee's request, compensatory time off at one and one-half (1-1/2) times the overtime hours worked may be granted in lieu of monetary payment.~~
- ~~D. Compensation paid to an employee for accrued compensatory time shall be paid at the regular rate earned by the employee at the time the employee receives such payment. Upon termination of employment or transfer, an employee will be paid for any unused compensatory time in accordance with the Fair Labor Standards Act.~~
- ~~E. Overtime eligible employees not required to work during suspension of non-essential UW operations may telework if they are in a telework eligible position or use any of the following options for work time missed:
  - ~~a. Accrued holiday credit~~
  - ~~b. Accrued compensatory time~~
  - ~~c. Vacation~~
  - ~~d. Personal holiday (full-day absence only)~~
  - ~~e. Unpaid time off~~
  - ~~f. Make-up time missed within 90 days~~~~
- ~~F. If "make-up" hours result in the employee working more than 40 hours in a workweek (not including any approved leave), the employee must be compensated as described above in 3A C. The amount of compensatory time earned by working make-up hours should not exceed the amount of time the employee missed during the period of suspended operations.~~