



OHR POLICY LIBRARY  
Workweek

Workweek Policy  
Responsible Executive: CHRO  
Originally Issued: October 18, 1985  
Last Revised: October 31, 2017

**POLICY STATEMENT**

The official Clemson University workweek begins at 12:00 a.m. on Sunday and runs for seven consecutive days (168 hours) through Saturday at 11:59 p.m.

The normal office hours for Clemson University are 8 a.m. to 4:30 p.m., Monday through Friday. An employee’s normal work hours follow this schedule and include a one-hour lunch break between 11 a.m. and 2 p.m., unless the employee is informed otherwise by an authorized supervisor. Any deviation from this schedule must be approved in advance in writing by an authorized supervisor.

**REASON FOR POLICY**

- To establish Clemson University’s official workweek and normal business hours
- To comply with the Fair Labor Standards Act
- To provide guidance on individual work schedules (standard and normal hours)

**ENTITIES AFFECTED BY THIS POLICY**

- All colleges/division of the University

**WEB ADDRESS FOR THIS POLICY**

[http://media.clemson.edu/humanres/policies\\_procedures/Workweek\\_policy.pdf](http://media.clemson.edu/humanres/policies_procedures/Workweek_policy.pdf)

**CONTACTS**

| Subject Matter                          | Office | Telephone      | E-mail/Web Address  |
|---|--------|----------------|---|
| Policy Clarification and Interpretation | OHR    | (864) 656-2000 | <a href="http://www.clemson.edu/employment/contact_hr/">http://www.clemson.edu/employment/contact_hr/</a> |

## DEFINITIONS

**Normal Hours:** The designated weekly schedule for an employment position

**Standard Hours:** The designated number of work hours per week for an employment position

For more definitions, please refer to the [OHR Glossary of Terms](#).

## PROCEDURES

### **The Employee's Workweek: Standard Hours**

In accordance with the state of South Carolina guidelines, the standard full-time employee workweek shall be no less than 37.5 hours per workweek, and compensation is based on a 40-hour workweek. The standard hours for all other employees shall be designated in one hour increments (ex. 20 hours, 21 hours, 32 hours, etc.), and compensation is based on a 40-hour workweek.

1. Hours worked includes all time an employee is required to be on duty or on the University's premises or at a prescribed workplace for the University and all time during which the employee is working or permitted to work for the University.
2. The FLSA does not require rest periods, meal periods, or breaks; however, when breaks are given, breaks of short duration must be counted as time worked. Breaks may not be used to allow an employee to come in late, to leave early, or to extend the lunch period.
3. A bona fide meal period of 30 minutes or more that occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty during the entire period.
  - a. An employee is not considered "relieved from duty" if required to perform any duties, whether active or inactive, while eating (e.g., an office employee required to eat at his desk or a lab worker required to eat while monitoring her machine).
  - b. The actual time of the meal period, not to exceed one hour, is to be excluded from hours worked for each regular meal period.
4. Time spent in leave status is not considered hours worked but is included in the employee's workweek totals to satisfy standard hours.
5. Exempt employees must satisfy their standard hours either through time worked or leave taken.
6. Authorized supervisors may change the employee's schedule in order that the hours worked in a given workweek will not exceed 40.
7. An authorized supervisor may adjust an employee's work schedule within the same workweek, but adjustments may not cross workweeks.

Each employee's standard hours and normal hours are determined by the supervisor. Individual work schedules must meet departmental operating and service needs. Specifically, flextime and compressed workweek schedules shall not be administered in a way that reduces the total number of hours a day the University normally is open to serve the public. However, supervisors are encouraged to use scheduling options to assist employees.

## **The Employee's Workweek: Normal Hours**

### Flextime and Compressed Workweek

Clemson University allows for the use of flextime and compressed work schedules for its employees. Any schedule that does not coincide with the University's normal office hours, however, must be approved in advance in writing by the supervisor.

**Flextime:** Flextime allows an employee to work a five-day work schedule that does not align with the University's normal office hours. Although a flextime schedule should be maintained for an extended period and should not vary from week to week, it is understood that supervisors and employees can make any temporary adjustments to an individual's schedule that adhere to University guidelines and meet the program's needs.

**Compressed Workweek:** A compressed workweek allows an employee to work extended daily hours in order to take a day or a portion of a day off each week. No single workday may be more than 10 hours. Refer to the [Holidays](#) policy for questions regarding working on University Holidays.

Listed below are examples of situations in which flextime or a compressed work schedule may be appropriate:

1. To help departments effectively address the current and future needs of Clemson University's changing workforce
2. To comply with the Americans with Disabilities Act Legislation, which requires flexibility in scheduling the employment of the disabled
3. To extend an area's customer service hours
4. To accommodate an employee's family-care needs
5. To allow an employee to take advantage of a professional development opportunity, including continuing education and skills enhancement

### Work Schedule Requirements

All work-schedule requirements should be communicated as a condition of employment prior to an offer and acceptance of employment. Within the limits imposed by a department's program/service needs, and with supervisory and department chair approval, an employee may request either a flextime schedule or a compressed workweek. The following factors should be considered when approving either type of request:

1. Unit operational/program needs
2. Availability of adequate supervision
3. Accessibility to business contacts and to the public served
4. Effective cross-training so that employees can respond to daily inquiries in their area when a person is away from the job site

Department officials may schedule an individual employee's workweek within these guidelines as long as it meets departmental operating needs. An employee should leave the work site for a meal break whenever possible. Lunch must be scheduled for at least 30 consecutive minutes and should be scheduled near the middle of the work shift.

Supervisors are encouraged to approve flextime and compressed workweeks so as not to be detrimental to the work unit. If the supervisor cannot approve or has to cancel or adjust the use of flextime or a compressed workweek, the decision (and justification for the decision) should be clearly communicated to the requesting employee. It is important that work schedules be as fair and acceptable to all employees as possible.

Special Work Schedule

**Less than 24 hour duty:** Employees who are required to be on duty for less than 24 hours are considered to be working (less meal time) and the time shall be recorded as hours worked, even though they are permitted to sleep or engage in other personal activities when not busy.

**Duty of 24 hours or more:** When an employee is required to be on duty for 24 hours or more, the employer and employee may agree to exclude bona fide meal periods and a bona fide regularly scheduled sleeping period of not more than eight hours from hours worked, provided that adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep.

- If the sleeping period is longer than eight hours, only eight hours will be credited.
- If a call to duty interrupts the sleeping period, the interruption must be counted as hours worked.
  - If the period is interrupted to such an extent that the employee cannot get a reasonable night's sleep, the entire time must be counted as hours worked.
  - If the employee cannot get at least five hours' sleep during the scheduled period, the entire time is counted as hours worked.
- Where no expressed or implied agreement to the contrary is present, the eight hours of sleeping time and lunch periods constitute hours worked.

Special Work Schedule: Meal Periods

No more than three (3) regular meal periods may be scheduled within a given 24-hour period. The fact that an employee lives on the employer's premises and is on call 24 hours a day does not necessarily mean the employee is entitled to be compensated for all 24 hours. Such an employee has regular duties and assumed periods of time off but is subject to work at any time in the event of an emergency. Individual agreements should be reached with employees in this category that make clear the extent of their duty and the amount of time that will be considered hours worked.

**RELATED RESOURCES**

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| University Policies and Documents  |
| <a href="#">Holidays Policy</a><br><a href="#">Family Support and Accommodation Plan, Guidelines for Faculty</a><br><a href="#">OHR Glossary of Terms</a>                  |
| External Documentation   |
| <a href="#">SCOHR Regulation 19-707: Hours of Work and Overtime</a><br><a href="#">Title 29: Labor, Part 785: Hours Worked</a><br><a href="#">Fair Labor Standards Act</a> |

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