



RUTGERS POLICY

Section: 60.9.4

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Non-Standard Work Schedule

Formerly Book: 30-01-30-30:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 2/4/2010, 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy permitting the use of non-standard work schedules for legacy UMDNJ Staff (non faculty employees) when it is determined that such schedules would benefit the business operation of a unit, department or function.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.4 NON-STANDARD WORK SCHEDULE

I POLICY

- A. A non-standard schedule is defined, for purposes of this policy, as any daily schedule in excess of the standard hours per day for that job classification (exclusive of overtime) and/or any full-time weekly schedule less than five (5) days. For example, ten (10) hours per day for four (4) days per week, comprises a forty (40) hour week having a compressed schedule.

- B. Non-standard schedules are permitted when management determines that such schedules would benefit the business operations of a unit, department or function.
- C. Time benefits, such as vacation, sick, float days, and holiday time shall be based on the standard workweek hours of the job classification.