



RUTGERS POLICY

Section: 60.9.27

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Payroll Work Week Hours

Formerly Book: 30-01-30-90:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Vice President of Faculty and Staff Resources

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 define the standard work weeks for legacy UMDNJ positions - staff employees only (non-faculty).
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**

60.9.27 PAYROLL WORK WEEK HOURS

- A. Employees employed within legacy UMDNJ positions have three standard work weeks. The standard work week for a legacy UMDNJ position is specified in the legacy UMDNJ classification system (excluding meal period) as thirty-five hours (35), thirty-seven and one-half hours (37.5), forty hours (40), or exempt (a minimum of 37.5 hours). Any changes in the standard work week must be approved by the University Human Resources before implementation and must comply with FLSA regulations, business needs and collective negotiations agreements, if applicable.

- B. **Standard Hours/Day** – Defined as the standard work week hours for that classification divided by five (5) (e.g., 35 hours per week divided by five (5) work days = seven (7) hours per day). This is pro-rated for part-time employees (e.g., 24 hours per week divided by five (5) = 4.8 hours per day).

- C. **Payroll Work/Week** – Regardless of the assigned workweek hours, for purposes of payroll, the work week begins with the start of Sunday's first shift and ends with the termination of Saturday's third shift.