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

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.