WORK HOURS

The normal work week consists of five 8-hour workdays that begin at 8:00 A.M. and end at 5:00 P.M. (with one unpaid hour for lunch each day). Variations of this workday schedule are discretionary with the department head; however, significant variations must be approved by the appropriate vice president and filed with Human Resources. The workweek begins at 12:00a.m., on Friday, and ends at 11:59 p.m., on the following Thursday.