

University Counterproposal

September 22, 2026

Hours of Work (Staff) (Package Proposal)

1. **Work Hours and Scheduling.** Standard University operational hours are 8:30 a.m. to 5 p.m., Monday through Friday. Departments may vary these schedules to accommodate operational needs. Full-time equivalent (“FTE”) bargaining unit employees shall ordinarily work 37.5 hours per week (excluding breaks), or the reduced number of hours based on percentage (%) FTE for part-time bargaining unit employees. The Employer may vary this amount subject to the provisions of this Article and Article __ Work Effort Changes.

2. **Notice of Scheduling Changes.**

2.1. **Definition.** For the purposes of this Agreement, a “schedule change” shall mean a change in the days of work, hours of work (daily and weekly), and/or shift.

2.2. **Permanent Schedule Change.** If the Employer plans to implement a new schedule on a permanent basis, the bargaining unit employee(s) shall be provided with written notice of the change at least 30 business days prior to the start of the new schedule.

3-2.3. **Temporary or Occasional Schedule Change.** If the Employer plans to implement a temporary or occasional schedule change, the bargaining unit employee(s) shall be provided written notice of the change at least five (5) business days prior to the start of the new schedule, except that less notice may be provided where five (5) business days’ notice is not possible, in which case the Employer shall provide as much notice as possible.

3-1.2.4. **Suggestions.** The Employer shall consider suggestions made by bargaining unit employees regarding ways that the work objectives of their department or unit might be achieved as efficiently without the need to impose a schedule change.

4-2.5. **Employee Requests (Flex Workday).** An employee may request a temporary or permanent schedule change such that the employee’s start and end times differ from their regularly scheduled workday, subject to the supervisor’s approval. Such a Flex Workday may include a split schedule where an employee works a full workday in two or more periods (e.g., 9 AM-

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12 PM and 3 PM-7:30 PM). Following a bargaining unit employee's request for a temporary or permanent schedule change, the Employer shall approve or deny the request in writing within 15 business days of receipt for a permanent change, and within 10 business days for a temporary change.

3. **Shift Work.** ~~The Employer shall strive to avoid requiring a~~ A bargaining unit employee shall not be required to report to work fewer than twelve (12) hours following the end of their previous shift, absent the bargaining unit employee's consent. ~~The Employer may not require an employee to work a split schedule. This~~ Section shall not apply when the bargaining unit employee is on-call, when it is necessary for bargaining unit employees to work at an event scheduled outside of the Employer's standard operational hours, or where similar operational reasons require such scheduling.

5.

6.4. **Breaks.** Bargaining unit employees shall ~~be entitled assigned receive to a~~ mandatory break of ~~30 minutes or up to one hour~~, without pay, for every shift of more than four hours they are scheduled to work, ~~except that employees in departments with break periods of thirty minutes as of the date of this Agreement shall receive a mandatory break of at least thirty minutes without pay. The length of the unpaid break shall be at the discretion of the department.~~ An employee who ~~is receives assigned~~ a one-hour break may request to take a 30-minute break and end their workday 30 minutes earlier. ~~A request for such an arrangement must be made prior to the scheduled break, and the supervisor has the discretion to approve or deny such request.~~ Breaks cannot be used at the beginning or end of the shift without supervisory approval.

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