



Minot State University

Policy Manual

Section 3.3

Work Schedule

Source: NDUS Human Resource Policy 11 and 18

1. Each supervisor will establish a standard work schedule for salaried nonexempt staff. A standard work schedule consists of a forty-hour workweek (prorated for FTE). A standard forty-hour workweek takes place between 12:01 a.m. Sunday and 12:00 midnight Saturday, unless otherwise established for individual positions.
2. Employees may be allowed a rest period of fifteen minutes each half day to be arranged by the department head. Employees who work more than five (5) consecutive hours in any one day shall be allowed a minimum of thirty consecutive minutes unpaid for one meal. The workday may not be shortened, and lunch periods may not be lengthened by omitting rest periods.
3. Departments may dictate and/or approve flexible schedules for their employees based on business and/or employee needs, but office coverage must be maintained during normal business hours. Employees must still maintain standard work week hours and any change to their standard work week hours must be reported to Human Resources using a Status Change form.
4. Hours of work:
 - a. Departments have control over hours worked. Normal business hours are Monday Through Friday 8 a.m. – 4:30 p.m. Since the University is a 24-hour operation, there may be variations in shifts. Supervisors have the ability to change an employee's work based on business needs.
 - b. An employee's supervisor will communicate to them their work schedule, including what time they will be expected to start and finish each work day.
 - c. Standard work schedules cannot cause overtime to occur.

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