



# Minot State University

## Policy Manual

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### Section 3.3

#### **Work Schedule**

Source: NDUS Human Resource Policy, Section 11 and 18

1. Each supervisor will establish a standard work schedule for salaried nonexempt staff. A standard work schedule consists of five consecutive workdays and forty-hour workweeks (prorated for FTE). A standard workday is limited to eight hours. 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. The workday may not be shortened, and lunch periods may not be lengthened by omitting rest periods.
3. Employees who work more than four (4) hours in any one day shall be allowed a minimum of 30 consecutive minutes for one unpaid lunch period.
4. Standard work schedules include:
  - a. a minimum of 30 consecutive minutes for one unpaid lunch period on each workday that consists of more than four hours.
  - b. fifteen minutes each half day to be approved by the supervisor.
  - c. start and stop times between 7:00 a.m. and 5:30 p.m.
5. A standard work schedules cannot cause overtime to occur.
6. When time off is needed within the established standard work schedule, leave must be used. Flexing the standard schedule is not allowed in place of leave, unless approved by the division vice president
7. While a standard work schedule establishes the expected normal work hours, the actual work may dictate the need for flexibility. Flexibility is allowed in those situations where its practice will benefit the university, as determined by a division vice president.
8. During the summer and winter break, the standard workday is not limited to eight hours, but must consist of a forty-hour workweek.

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