

6.85 – Staff Work Schedules v050319

PART ONE: EXEMPT EMPLOYEES

All exempt (salaried) staff employed at a 1.0 FTE (full time equivalent) will maintain a standard work schedule, as approved by the supervisor, with a minimum of 40 scheduled work hours per week. The standard work schedule will typically align with the Standard Business Hour Schedule as provided in ARP 14.05, but may be adjusted to meet the needs of the specific unit and its constituents. Faculty work hours are addressed in ARP 6.86.

PART TWO: NON-EXEMPT EMPLOYEES

The work schedules for all non-exempt (hourly) employees, whether covered by the collective bargaining agreement or not, will be governed by the terms of the NMSU-AFSCME collective bargaining agreement.

PART THREE: ADJUSTED WORK SCHEDULES

Individual work schedules may be adjusted to meet the desires of individual employees when the supervisor determines that the adjustment will not have an adverse impact on the unit's constituents, compliance with ARP 14.05, or the productivity of the unit. The requirements of some job positions will be not be conducive to an alternate work schedule. When approved, adjusted work schedules may be of indefinite duration or for a stated period of time, but in all cases may be revoked upon reasonable notice, at the discretion of the supervisor. All requests and subsequent approval or denial or revocation of alternate work schedules are to be in written form.

Current Rule:

6.85 – Standard Administrative Office Hours

- A. As a general rule, individual work schedules will conform to the public hours of 8 a.m. to 5 p.m., Monday through Friday. Some offices close from 12 noon to 1 p.m. for lunch. Most offices are closed on Saturday and Sunday, except on special occasions and as required by the executive vice president and provost; the appropriate dean or vice president; or in support of distance education offerings, the director of distance education.
- B. With the approval of the appropriate dean or vice president and the executive vice president and provost, departments may establish alternate work schedules if it is determined they better meet the needs of the clientele and/or better serve the needs of an individual employee without adversely affecting the clientele. Alternate work schedules are to be of a semi-permanent nature (e.g., 1 semester at a time, 1 academic year at a time, etc.). All requests and subsequent approval or denial of alternate work schedules are to be in written form. The requirements of some job positions will be not be conducive to an alternate work schedule.
- C. All nonexempt full-time personnel who are paid an annual salary on a monthly or bi-monthly basis shall be required to work 40 hours per week. (See also **ARP 7.20 Staff Overtime Pay or Compensatory Time**)