LOYOLA LAW SCHOOL
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: Law School/Human Resources

SUBJECT: Work Days and Shifts

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<th>Policy Number:</th>
<th>Supersedes: WORK COVERAGE/WORK HOURS</th>
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<td>Effective Date: 11/1/11</td>
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1. STATEMENT OF POLICY:

Each department of the Law School establishes the normal work days and work shifts/working hours for positions within the department. Staff members should be advised of their normal work days and work shifts/working hours before they are hired. Management may change the established work day, working shift/working hours according to the business needs of the business unit, at any time for any reason consistent with at-will employment.

2. POLICIES/PROCEDURES:

Policy

It is the Law School's goal to provide ample, quality service. To this end, supervisors are to make sure that:

- adequate work coverage is provided for the department throughout the work day;
- work schedules are observed;
- staff members return from breaks and lunch periods on time.

A staff member's work day and work shift/working hours are determined based on the needs of the Law School. Non-exempt staff members are to observe the work schedule determined by the department. Staff members working an approved flexible work schedule must observe the work schedule agreed upon.

Once a staff member's schedule is established, management will attempt to keep a staff member's work shift/working hours constant where this meets the needs of the department and Law School. During an individual's employment, the scheduling needs of the department, the Law School, and/or the staff member may change. When such changes occur, the Law School has the right at-will to establish a new work shift/working hours for a staff member; also, a staff member may request a schedule change.

Procedures

Changes in Normal Schedule

Management may change a staff member's normal work day and work shift/working hours to meet the needs of the department. Management will attempt to give the staff member at least two weeks advance written notice of mandated changes. Management is encouraged to be sensitive to a staff member's
personal situation (child care arrangements, transportation, family life, etc.) when making changes to established schedules.

**Emergencies, Staffing Shortages, or Temporary Scheduling**

During emergencies, staffing shortages, or other temporary situations, an immediate supervisor may require a staff member to work different work days or a different work shift/working hours without advance notice. Although no formal notice is required for such short-term changes, immediate supervisors should give staff members as much notice as possible.

If a staff member cannot comply with a short-term change in schedule, he or she should discuss the situation with his/her immediate supervisor. If the staff member has a valid reason for not complying, the immediate supervisor should consider other means to meet the temporary requirement. Unresolved problems should be referred to the next level supervisor.

**Reporting Time - Pay**

It is the Law School’s intent to provide work to staff members during their scheduled work shift/working hours. However, there may be times when this is not possible. A non-exempt staff member who reports to work and is not put to work or is furnished less than half the staff member’s regular or scheduled day’s work will, subject to legal exceptions, be paid a minimum of half the usual or scheduled day’s work at the employee’s regular base rate of pay.

If a non-exempt staff member who reported to work but was not put to work or who was furnished less than half the staff member’s regular or scheduled day’s work is required to report for work a second time on any one workday and is furnished less than two (2) hours of work on the second reporting will be paid for two (2) hours at the regular base rate of pay, unless the employee was on controlled standby, or as otherwise excepted by law.