

STOCKTON UNIVERSITY



POLICY

Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing

Policy Administrator: Associate Vice President for Human Resources

Authority: N.J.A.C. 4A:6-2.1

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Index Cross-References: Policy VI-23 Managerial Hours of Work

Policy File Number: VI-11.1

Approved By: Board of Trustees

Departmental Office Hours - All University offices must have staff coverage, at a minimum, between 8:30 a.m. to 5:00 p.m. Monday through Friday. Staff may be required to implement staggered starting and departure times to conform to the required hours of operation. The Supervisors are responsible for adhering to the University's minimal hours of operation and ensuring appropriate staff coverage.

Work Week - Regardless of the scheduled starting time, the Civil Service Commission determines the standard hours for a work week for all Classified positions.

Lunch Periods - Lunch periods shall be no longer than one hour. The Supervisor may assign staggered lunch periods to provide adequate office coverage. All offices should always have complete telephone and office coverage; to assure coverage, advise co-workers whenever one must leave the office for any reason coverage.

Breaks - In accordance with the collective bargaining agreements, each employee will be given two 15-minute breaks. One is to be taken in the morning, and one in the afternoon. The unit supervisors will assign these breaks to assure proper staff coverage of their offices. These breaks may not be combined or used by the employee at the beginning or end of the day or lunch period.

Emergency Closing - The University will normally remain open to meet scheduled classes. This includes being open during periods of inclement weather. For purposes of this Policy, inclement weather shall mean an actual or imminent change in the weather that is serious enough to disrupt all or a material portion of the University operations. The President or a designee, shall determine whether a period of inclement weather requires the closing or curtailment of University operations. Evacuation of the University buildings, for example during report of a bomb scare, does not constitute the closing of the University and employees are expected to promptly return to the building at the end of the evacuation period.

If University facilities are ordered closed by the President or designee, then an excused non-chargeable absence will be granted to that group of employees specifically included in the emergency closing order. Unless notified that they or their shift is excused, essential employees are expected to report to work.

During inclement weather (for example a severe snowstorm) essential employees are

expected to report to work, exercising caution and prudence during their commute. Essential employees who are not present for duty will be charged accrued leave time.

Review History:

	Date
Policy Administrator	11/22/2021
Divisional Executive	11/30/2021
General Counsel	11/30/2021
Cabinet	12/16/2021
President	01/20/2022
Board of Trustees	05/04/2022