



**AGREEMENT
BETWEEN
OAKLAND UNIVERSITY
AND THE
OAKLAND UNIVERSITY
PROFESSIONAL SUPPORT
ASSOCIATION (OUPSA)**

JULY 1, 2017 - JUNE 30, 2021

(EXCERPT)

ARTICLE XIII

HOURS OF WORK

95. Work Obligation. Unless an employee has a reasonable and valid excuse, she/he will work her/his regular work schedule. A reasonable and valid excuse may be, but is not limited to: a medical or dental appointment of which the employee's immediate supervisor has been provided forty-eight (48) hours advance notice, personal illness, or a medical emergency affecting the employee or a member of the employee's immediate family.
96. Work Schedule. Employees shall be scheduled to work regular work weeks. During the regular academic year, a full-time employee's regular work week shall have specific starting and quitting times for each of the five (5) consecutive eight (8) hour days exclusive of the lunch period in the work week. Two (2) consecutive days off shall follow the employee's five (5) consecutive work days. During the Spring and Summer academic terms, the University may institute "summer hours" different from those in effect for the regular academic year (Fall and Winter Semesters). However, the full-time employees work schedule shall not exceed five (5) consecutive work days.
97. Alternative Work Scheduling Arrangements (Flextime). Alternative work scheduling arrangements (flextime) are variations from a customary schedule (reference paragraphs 96, 100, 106, and 107) which are mutually agreeable to the employee and her/his supervisor. The University encourages consideration of alternatives to the customary schedule where productivity is either unaffected or is enhanced, necessary coverage is provided, and no precedent is set for other areas. Management is free to return to the customary work schedule when it deems that to be more appropriate.
98. Changed Work Schedule. In the event that an employee's specific starting and quitting times or specified work days are changed, the affected employee shall have not less than five (5) working days' notice of such change. The parties agree that emergencies do occur and will work together for a mutually agreeable solution.
99. Rest Periods. Employees shall be authorized by their immediate supervisors for fifteen (15) minute rest periods during each half shift of four (4) hours of work whether regular or overtime. If an employee's regular schedule on a given day is in excess of eight (8) hours, she/he will receive a rest period in the first half of that shift and another rest period in the second half of that shift. Such rest periods may not be accumulated by the employee.
100. Lunch Period. During the Fall and Winter Semesters, each employee working a daily work schedule in excess of six (6) hours shall be granted a scheduled lunch period of one (1) hour on each such day. The employee shall receive no compensation for this scheduled lunch period. During the Spring and Summer academic terms, the University may institute "summer hours" which may include a lunch period of no less than one-half hour. The time of the lunch period may be changed at the employee's request and with the approval of her/his immediate supervisor.
101. Overtime Work. Overtime work is work performed in excess of forty (40) hours per week. For the purposes of computing overtime pay, an Emergency Closing day or a holiday for which she/he receives holiday/recess pay will be counted as a day worked. A Bargaining Unit member shall be given preference for overtime before it is assigned to a temporary clerical/technical employee, provided that the Bargaining Unit member is as able to do the work as the temporary clerical/technical employee. An employee's compensation rate for overtime work shall be at one and one-half (1-1/2) times the hourly equivalent of her/his annual salary (which includes longevity payments, if applicable). Any time worked in excess of

forty (40) hours in any one (1) week shall be compensated in accordance with this paragraph except as modified by paragraph 103.

102. Compensation for approved overtime work will be computed in segments of one-tenth (1/10th) hour to the nearest tenth (10th) hour. Overtime pay shall be paid on the hourly payroll for the period in which the overtime was earned.
103. Compensatory Time Off. If compensatory time off for work performed in excess of a regularly scheduled work day is granted in the same work week as the compensatory time was earned, compensatory time shall be given at the rate of one (1) hour of work to one (1) hour of compensatory time off. Compensatory time may not be carried over and/or banked.
104. Scheduled Overtime. Recognizing the importance of meeting deadlines, the Association and the University encourage employees to work last minute overtime whenever possible. When the University has given them a twenty-four (24) hour notice, employees shall be required to work overtime. An employee who is scheduled to work overtime not continuous with her/his regular work shift shall receive no less than three (3) hours overtime pay. The University will distribute the overtime work among employees in the same classification within a department as equally as possible on an annual basis. No annual balancing shall be required. Overtime that is scheduled and not worked by employees for any reason following notification shall be charged as overtime worked in maintaining equality of distribution.
105. Shift Preference. An employee within a department will be granted shift preference within her/his classification on the basis of departmental seniority. The transfer to the desired shift shall be effective within two (2) weeks after the immediate supervisor receives a written request from an employee. An employee may elect a new shift after having worked on a selected shift for six (6) months.
106. Work Shifts. There will be three (3) work shifts in a twenty-four (24) hour period. A regular day shift would start no earlier than 7:00 a.m. and end no later than 5:00 p.m. A regular afternoon shift would start no earlier than 3:00 p.m. and end no later than 1:00 a.m. A regular night shift would start no earlier than 11:00 p.m. and end no later than 9:00 a.m. All shifts include a one (1) hour lunch period except that when “summer hours” are instituted the lunch period may be no less than one-half (1/2) hour.
107. Irregular Work Shifts. Management may schedule irregular work shifts when the nature of the work, limitations of equipment, or other operational constraints require such shift schedules for the efficient operation of a unit.