

Article XX: Hours of Work

1. Hours of Work and Regular Work Schedules

A. Definitions

1. Full-time Employee. An employee regularly scheduled to work forty (40) hours per workweek.
2. Part-time Employee. An employee regularly scheduled to work less than forty (40) hours per workweek.
3. Workweek. A regularly recurring period consisting of seven (7) consecutive twenty-four (24) hour periods that begins Monday, 12:00 a.m. and ends the following Sunday at 11:59 p.m.

- B. The typical work schedule will fall between Monday and Friday, 8:00 am to 6:00 pm Seattle time (PST) or alternative flexible time frames.
- C. No employee will typically be required to work more than five (5) consecutive days in a Workweek.
- D. The regular work schedule will normally include two (2) consecutive scheduled days off.
- E. Employees may request alternative work schedules, based on personal or family needs and such requests will be approved by the Employer, subject to work needs. The Employer will consider employees' personal and family needs.

2. Overtime Exempt Employees

- A. Overtime-exempt employees do not receive overtime compensation or compensatory time off. Overtime-exempt employees may be required to work specific hours to provide services, including nights and weekends, when deemed necessary by the Employer.
- B. Employees are expected to work to complete their job responsibilities, which sometimes may involve working extra hours.
- C. An occasional partial-day absence does not require the use of paid time off.
- D. Employees not required to work during suspension of non-essential UW operations remain responsible for meeting work obligations despite the suspension of operations. If a suspension of operations lasts less than one work week, employees are not required to charge leave balances for time missed.

3. Overtime Eligible Employees

- A. Work in excess of forty (40) hours in one (1) Workweek constitutes overtime for overtime eligible employees.
- B. Overtime worked by eligible employees shall be compensated at a rate of one and one-half (1-1/2) times the employee's straight time hourly rate.
- C. Overtime-eligible employees shall receive monetary payment as compensation for overtime worked; however, at the employee's request, compensatory time off at one and one-half (1-1/2) times the overtime hours worked may be granted in lieu of monetary payment.

- D. Compensation paid to an employee for accrued compensatory time shall be paid at the regular rate earned by the employee at the time the employee receives such payment. Upon termination of employment or transfer, an employee will be paid for any unused compensatory time in accordance with the Fair Labor Standards Act.
- E. Overtime-eligible employees not required to work during suspension of non-essential UW operations may telework if they are in a telework eligible position or use any of the following options for work time missed:
 - a. Accrued holiday credit
 - b. Accrued compensatory time
 - c. Vacation
 - d. Personal holiday (full-day absence only)
 - e. Unpaid time off
 - f. Make-up time missed within 90 days
- F. If “make-up” hours result in the employee working more than 40 hours in a workweek (not including any approved leave), the employee must be compensated as described above in 3A-C. The amount of compensatory time earned by working make-up hours should not exceed the amount of time the employee missed during the period of suspended operations.