

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Full-Time Status and Work Schedule Policy

TIU POLICY #: P-310

STATUS: Approved, September 2009
Updated, March 2016

I. PURPOSE:

To establish a policy to define full-time employee status and to define the Trinity International University (University) work week.

II. SCOPE:

This policy applies to all employees of the University whose employment relationship is not governed by contract.

III. POLICY:

A. Employee Status

The University considers an employee to have full-time status if they work at least 37.5 hours per week and work at least nine months per year. Part-time employees should not regularly work more than 25 hours per week.

B. University Work Week

1. **Non-exempt employees:** A standard work week for all full-time non-exempt employees is 37.5 hours per week. Some positions require a 40 hour work week due to departmental requirements. The standard work week generally runs Monday through Friday. However, there may be occasions where attendance during the weekend is required. Supervisors will approve work schedules based upon departmental need and hours of operation.
2. **Exempt employees:** As a general rule, exempt employees are expected to perform work duties on campus during normal business hours of operation. While time is not tracked for exempt employees, they are expected to work as necessary to fulfill all job responsibilities. This may include evenings and weekends as needed.

C. Work Day

The stated hours of operation for the University are 8:30 AM – 4:30 PM.

The University respects departmental needs around organizing the work day. Staggered shifts are encouraged for student and employee service areas to ensure maximum availability. Supervisors are provided latitude to adjust employee schedules in efforts to improve operational efficiency and departmental dynamics. Departmental seniority may be considered in requests for alternative schedules. It should be noted that “Comp Time” is against the policy of the University. Using “Comp Time” as a substitute for overtime is a violation of the employment laws of Illinois. Additionally, using “Comp Time” as a substitute for paying overtime rates would violate Illinois law.