

Hours of Work

The 40-hour workweek for full-time Utilities employees consists of a basic eight-hour day and a five-day week. The official operating hours of Utilities are 8:00 a.m. – 5:00 p.m. There are exceptions to these usual hours of work in some areas, such as in the 24-hour-per-day operations in the Power Plant and Chilling Stations and other areas where staggered hours have been approved.

All employees are reminded that the work that you have to do requires your full attention and diligent efforts in order for you to carry out the department's mission. To this end, it is expected that all employees will:

1. Report to work on time. Tardiness will be charged to vacation time and rounded off to the nearest quarter-hour, as per University policy. If you are going to be more than a few minutes late, you must call in and personally inform your supervisor as soon as possible. Supervisors will keep records of tardiness and take appropriate action to ensure that tardiness does not become excessive.

Calls made to other employees in the shop, or messages left on voicemail are not appropriate unless previously approved as an acceptable practice by your supervisor.

It is at the discretion of the assistant/associate director of how to call in to be late or absent. Please talk with your supervisor about your section's policy.

2. Report unscheduled absences promptly to your supervisor. Follow your section procedure to report being absent. Employees who are absent without proper notification and without permission for three consecutive work days are subject to immediate termination.
3. Stay on the job site during working hours except for rest periods and authorized absences.
4. Leave jobs only at such time as to arrive at your shop or headquarters at quitting time. Additional time needed for shop cleanup should be approved by your supervisor on a case-by case basis. Your supervisor may ask you to complete end-of-the-day procedures.