POLICY

Staff members at Loyola Marymount University provide important services which support the educational mission of the University. Students, faculty, staff, religious, alumni, friends, visitors and others are recipients of those services. Supervisors are responsible for discussing with their staff the important role each person plays in support of the University’s mission.

Work Coverage

It is the University’s goal to provide ample, quality service. To this end, supervisors are to make sure that:

- adequate work coverage is provided for the department throughout the work day;
- work schedules are observed;
- staff members return from breaks and lunch periods on time.

Lunch period is normally one hour but may be reduced by a supervisor under conditions calling for special schedules. Under no circumstances will the lunch period be less than 30 minutes for non-exempt staff. Non-exempt staff members are also allowed a 15 minute break for every four hours worked. Breaks should be taken in the middle of the four-hour work period.

Work Hours

It is University policy that in the interest of good management, exempt staff members should take a leadership role by observing regular work hours. Non-exempt staff members are to observe the work schedule determined by the department. Staff members working an approved flexible schedule\(^1\) must observe the work hours agreed upon.

Normally, work should be planned and scheduled so that overtime is avoided. Whenever possible, supervisors should give advance notice to staff members expected to work overtime. If a staff member is asked to work overtime, he/she is expected to do so. Failure to work overtime when asked is considered insubordination and will result in disciplinary action up to and including termination.\(^2\) In addition, a staff member must not work overtime without prior authorization from the supervisor. Working unauthorized overtime will result in disciplinary action up to and including termination.

All University staff members are required to maintain a time record\(^3\). Hours worked by Service staff at the Westchester campus are recorded on the Kronos sheet. Hours worked by non-exempt staff and Law School Service staff are recorded on a time sheet. Exempt staff at both campuses use an absence report to record whole days spent out of the office on regular workdays (e.g., vacation, sick, etc.)

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\(^1\) See FLEXTIME.
\(^2\) See OVERTIME.
\(^3\) See TIME RECORDS.
PROCEDURE

Work Coverage

Operating needs and service requirements must always take precedence when scheduling breaks and considering requests for vacation, flextime, participation in workshops and seminars, and personal leaves of absence. Normally, there should be sufficient staff coverage in a given work unit throughout the work day to provide continuity of services. In addition, there should be sufficient administrative coverage within each division during normal work hours for purposes of decision making and authorizations. This means that prior to his/her absence, the Division Head or Department Head designates an administrator to act in his/her behalf in carrying out the essential activities of the division or department. Normally, the individual selected to serve in an acting capacity shall be from the next lower organization level (e.g., a Director on behalf of a Vice President, an Associate Director on behalf of a Director, etc.). Simultaneous absences of key administrators should be avoided.

Work Hours

Each non-exempt staff member must keep a daily time record which accurately reflects the times he/she arrives and leaves the work unit, including time taken for meal periods. Exempt staff members at both campuses prepare a monthly absence report to record whole days spent away from the office on regular workdays.

To ensure accuracy of time records, supervisors should provide employees with the following instructions:

- Service staff (Westchester) - swipe the time clock with your badge as you begin and end work and meal periods, and record all absences on an absence slip;
- Non-exempt staff (both campuses) and Service staff (Law School) - record the exact time you begin and end work and meal times, record all overtime worked, and account for all absences;
- Exempt staff (both campuses) - account for whole days out of the office on the monthly absence report.

Other Terms and Conditions

It is the supervisor’s responsibility to inform new staff members of the policy and procedures related to work coverage and work hours, and for periodically reminding staff members as appropriate.

An employee who deliberately falsifies his/her own time records, or makes entries on the time record of another employee, is subject to disciplinary action up to and including termination.

A change in regular base working hours must be reported on a Personnel Action Form (PAF). A deviation from the regular working hours during a given week must be recorded on the time sheet or Kronos sheet.

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4 See LEAVE OF ABSENCE. A personal leave for reasons outlined in the leave of absence policy may take precedence over department/university needs.
5 Exempt staff members on intermittent Family and Medical Leave must record partial day absences.
6 See FAMILY AND MEDICAL LEAVE.
7 See DISCIPLINE.
8 See PERSONNEL ACTIONS.