Also see E&F Policy 113.00, Attendance Policies and Procedures and Human Resources Policy 29, Time and Attendance.

GENERAL:

1. All Shops and Zones operate on a standard shift schedule of 7:30 AM to 4:00 PM, Monday through Friday, with the exception of the AC PM shop, the EMS/Control Desk, Grounds and Housekeeping. All shop personnel are expected to work this standard shift schedule except as noted below. Temporary, short-term exceptions may be made by the immediate supervisor to meet operational requirements. Any permanent or long-term exceptions or changes to the standard schedule must be approved in advance by the Chief Facilities Officer.

2. Shift Schedules and breaks for exempt (salaried) and administrative employees vary as circumstances warrant due to the nature of their work. It is often necessary for these employees to work through lunch and after routine working hours. Salaried employees are not paid for overtime work.

3. Employees may clock in up to 7½ minutes prior to the start of their work shift, and should clock out no later than 7½ minutes after the end of the shift. Should an employee not have his ID badge he/she must first obtain either a Temporary badge or purchase a new badge before starting his/her shift (Human Resources Policy 32, Identification Badges). If an employee’s badge does not scan properly he/she must immediately contact his or her supervisor for assistance. Personal matters, such as changing clothes, parking cars, putting money into parking meters, placing lunches into lockers or refrigerators, and other personal needs, are not to be done during paid working hours. These personal matters should be taken care of prior to clocking in. Employees may use the last fifteen (15) minutes of the regular or special work shift to gather tools, materials and other items at the job site in preparation for return to their shop.

4. Employees scheduled to be at work are to remain on campus at their assigned jobs during working hours and are not authorized to leave their work areas without receiving prior approval from their supervisor. Employees who request to leave work are to clock out when leaving and clock in upon return. Employees are not to work beyond the scheduled end of their shift to make up the time away from work or for reporting to work tardy.

5. A lunch break of 30 minutes (non-paid time) is given to hourly paid employees who are on an 8 ½ hour work schedule. Hourly-paid employees are expected to take a lunch break during their shift and should not routinely work through this break period in order to leave early or to accrue overtime or comp time. There may be times when it is not practical to stop work in progress for the lunch break. Should this happen, employees are asked to either complete the task before stopping for lunch or stop when a point is reached that will allow your lunch break. Contact your supervisor when this occurs.

6. Employees are authorized to leave MUSC’s campus for lunch during their scheduled thirty (30) minute lunch break as approved by the immediate supervisor. The thirty (30) minute lunch period begins when you leave your assigned work site, and ends when you return to the job site to begin work. A general practice of carrying lunch to the job site and eating on the site is authorized. Employees leaving for lunch are reminded of the policy against arriving for work under the influence of intoxicants or drugs. This includes the lunch break, as this will be construed to mean...
during working hours. Reporting or returning to work under the influence of alcohol or drugs subjects the individual to disciplinary action up to and including termination. Supervisors may change an employee’s lunch time as work/job tasks require change. It is the employee’s responsibility to notify the supervisor when time changes are needed.

7. Employees working overtime in the evenings or on weekends and holidays must notify the Service Call Desk at 792-4119 of the area they are working and the approximate time the job requires for completion. Radios or pagers will be worn or carried while working overtime as applicable.

8. Engineering and Facilities Unit break policy varies between work areas and shops, just as various departments within MUSC have differing break policies. For example, the break policy for the Grounds Shop in July and August varies from the EMS Shop. Most non-exempt (hourly paid) employees are present for work 8 ½ hours per day with a 30 minute non-paid lunch break. Additional brief breaks can be approved by the immediate supervisor based on the nature of the work being performed.

9. Shop employees whose job duties require them to travel between buildings/jobs may take a restroom or water break on the way to or from assignments. Employees who are assigned and working in one specific area should take their restroom and water breaks near their immediate work areas. Employees are to request permission from their supervisor before leaving the work area. Housekeeping Personnel should take their restroom and water breaks during the workday in a similar manner.

10. All employees are expected to exercise good judgment while performing their duties. When problems arise and a job cannot be continued, contact your supervisor immediately. Excessive and unnecessary breaks and loafing on the job will subject an employee to disciplinary action.

11. Employees who smoke are only allowed to smoke during scheduled breaks or at lunch and only in designated areas. Beginning 1 March 2012 smoking will not be allowed anywhere on the MUSC campus.

SPECIAL HOURS OR SHIFTS:

1. Due to the nature of our operation, there are occasions when employees are needed to work hours or shifts other than their regular shift schedules. When this occurs, supervisors will ask for volunteers for these assignments. Should volunteers not come forward; employees will be designated for special hours or shifts as needed. Working special shifts when needed may be required of any Engineering and Facilities employee and may be a condition of continued employment. When these changes occur, your supervisor or other Department Official(s) will notify employees as soon as practical about these changes. Occasionally, instances occur which require an employee to work before or after a regular work shift. When this happens, supervisors may ask employees to remain on duty to complete a task.

2. Supervisors will rotate selections through all qualified shop employees to meet MUSC needs. Employees will be notified in advance of any change in schedule, as the need is determined. This will allow employees to make necessary personal arrangements to comply with the special hours or shifts.
3. Employees notified of special hours or shifts are subject to the same reporting and clocking in procedures as with their regular shifts.

4. Individuals who have hardships or special circumstances making them unable to comply with the University’s needs should make their situation known to their supervisor well in advance of any scheduled shift change. However, the needs of the University will take precedence over side jobs and personal interest and activities.

**ON-CALL:**

1. On-Call duty is restricted to nonexempt classified (hourly-paid) employees in specific classifications. Its purpose is to provide emergency coverage for critical areas to supplement the regular on-duty personnel during after-hours periods. Eligible employees earn on-call pay while in an on-call status.

2. To be eligible for on-call pay, an employee must be scheduled during a period of normal time off and be available to return to duty, ready to work, within 45 minutes of being contacted. Scheduling and assignments of on-call duty are made by the shop supervisor. General availability of employees as backup to scheduled work personnel in the event of an emergency is not regarded as on-call duty.

3. Eligible employees are responsible for carrying a pager, cell phone, or other means of being contacted while they are in an on-call status and for providing their supervisor and the Service Call Desk (792-4119) with current contact information. An employee in an on-call duty status, who is not available when contacted or attempted nor who is not able to report as required, will not be eligible for on-call compensation for that pay period and may be subject to disciplinary action.

**CALL BACK TO WORK:**

1. All employees in the Engineering and Facilities Unit are subject to return to work when situations warrant. Engineering and Facilities Unit employees may be required to carry a pager, cell phone, or radio during off duty hours due to the nature of activities and responsibilities. Employees may be asked to be on standby or to be available for return to work as situations warrant. Hourly-paid employees, either in an on-call status or not, that are called back to work will be paid for a minimum of two hours. The extent of the call back to duty ends when released by your supervisor or by the individual designated in charge of the call back.

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Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning Interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

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<td>Greg Weigle</td>
<td>Nov 15, 2011</td>
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<td>Chief Facilities Officer</td>
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<td>Engineering &amp; Facilities</td>
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<td>Mark B. Brown</td>
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<td>Facilities Operations Director</td>
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