# 202 Hours of Work, Support Staff

The normal work week is 35 hours from Monday through Friday. The normal work day is 7 hours, 8:30 am to 4:45 pm; this excludes a 1 and 1/4 hour lunch period beginning at noon and includes 15 minute breaks in mid-morning and mid-afternoon.

These normal weeks and work days do not apply to Agricultural Assistants, Agricultural Workers, Food Service Supervisors, or supervisory staff of Trades, Maintenance, and Service workers. Refer to the appropriate collective agreements for the hours of work for these employees.

Normal hours may vary with the needs of a department. Please discuss new variances in advance with Human Resources. Variances and shift schedules must average 5 days of 7 hours and 35 hours per week over one complete cycle of a rotating schedule.

## Temporary Reduction in Workload and Compensation

Subject to its operational requirements, the University will make reasonable attempts to accommodate employee requests for temporary reduction of workload and compensation.

### Eligibility and Application Procedure

1. Regular full-time employees may request a temporary reduction in workload and compensation.
2. A written request for a temporary reduction in workload and compensation must be submitted to the immediate supervisor with a copy to the Department Chair or Director.
3. An employee who believes a request was unreasonably denied may appeal the decision in accordance with the applicable grievance procedure.

### Terms of Reduction in Workload and Compensation

1. An employee who is granted a temporary reduction of workload will enter into a written agreement with the University which specifies the degree of reduction in workload and compensation and its duration. The reduction may be a maximum of 50%.
2. Regular full-time employees who are granted a temporary reduction of workload must contact their Human Resources Consultant to determine benefits and cost-sharing for the duration of the reduced workload.
3. If a probationary employee takes a reduced workload appointment, the length of the probationary period extends on a pro-rata basis.
4. Employees who enter into reduced workload and compensation remain eligible for merit increases.
5. At the end of the period of reduced workload, an employee shall have the right to return to a position the same as or equivalent to that which preceded the period of reduced workload.
6. Temporary reductions in workload and compensation are not available to those covered by the collective agreement with CUPE 1334.

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