

## **Hours of Work**

Applies to: All employees not covered by a collective bargaining agreement

### **Policy Statement:**

#### **Work Schedule**

The College determines daily and weekly work schedules based on each department's operational needs. Such schedules may be changed at any time at the discretion of the College to address varying conditions. All employees are expected to work their scheduled hours.

Hourly (non-exempt) employees are normally scheduled to work 7.5 hours/day or 8 hours/day, depending upon the department/position schedule. Non-exempt employees will be informed of their scheduled hours by their Department Head. This shall not be construed as a guarantee of hours of work per day, or per week, or as a limitation on the right of the College to require reasonable amounts of overtime work. The number of hours in an employee's work week does not include the lunch period, unless the person is actually on duty during that time.

Salaried (exempt) employees are expected to give full professional attention to their work and to be normally available during business hours. Exempt employees are expected to use College resources, including time, wisely. While their hours may fluctuate to meet department expectations and workloads, employees may be required to work evenings and weekends and to travel. Should a salaried employee find him- or herself working excessive hours over a long duration, he or she is encouraged to discuss priorities and resources with divisional leadership.

#### **Breaks**

All employees who work more than 5 consecutive hours are expected to take a 30-minute meal break. For non-exempt employees, the meal break will be unpaid. Non-exempt employees who wish to work through their meal break must obtain advance authorization to do so from their manager. Employees will be paid for all hours worked.

#### **Work Shifts**

Within a 24-hour period there are 3 typical work shifts/schedules that an employee may be asked to work. The majority of positions work first shift. In some instances due to the nature of the work, the College must employ people over the full 24-hour period. In these cases, where a second or third shift work schedule is clearly defined and occurs on a regular basis, the College will add a premium to the employee's base rate of pay referred to as a shift premium. Definitions of second and third shifts are:

- Second Shift: 4:00 p.m. to midnight
- Third Shift: midnight to 8:00 a.m.

If an employee is hired to specifically work on second or third shift paid leave time (defined as Holiday, Personal Leave, Vacation Leave, or any other time for which the employee will be paid but is not working), the employee will be paid at base pay plus the shift premium.

### **Mandatory Minimum Hours**

For Employees in New Hampshire: When an hourly employee reports to work at Dartmouth's request, the employee shall be paid for not less than 2 hours at his or her regular rate of pay unless Dartmouth has made a good faith effort to notify the employee not to report to work. Should the employee report to work after Dartmouth's attempts to notify him or her have been unsuccessful or if Dartmouth is prevented from making notification for any reason, the employee shall perform duties assigned by the employer in order to meet the two hour minimum.

Employees who report to work and then request to leave on the basis of illness, personal or family emergency before working for two hours will not be paid for the minimum two hours provided that a written explanation, acknowledged by the employee, is entered on the employee's time record. Employees who are hired and report to work with the expectation that they will work less than two hours each day and are notified in writing in advance of their schedule shall be exempt from the two hour minimum rule.

For employees outside of New Hampshire: Dartmouth has employees in states which have different laws and regulations regarding minimum hours of work. Dartmouth will comply with those minimums to the extent they exceed the 2 hour minimum discussed above.

### **On Call pay for non-union staff**

Employees will be paid for "on call" time consistent with applicable state and federal law. Employees are compensated for being "on call" only if they cannot use the time effectively for their own purposes. Such employees are expected to be able to report to work in a reasonable amount of time and be fit for duty. The possibility that an employee might receive a call after normal working hours does not mean they are entitled to additional compensation if they are not called. For example, if employees only have to leave word about where they can be reached, they generally are not considered to be working since they can use the time as they wish.

Employees who respond to a call outside of scheduled hours will be paid for all actual hours worked.

## **Tips**

Employees who work in positions where they receive tips directly from customers must report the amount of tips received each pay period. Dartmouth is responsible for withholding income taxes and FICA taxes on reported tips as well as paying the employer portion of FICA and FUTA taxes on those earnings. In some cases, employees are allowed to voluntarily pool their tips. In cases where employees are allowed to voluntarily pool their tips, Dartmouth will process the withholdings and FICA and FUTA contributions based on the arrangement.

## **Payment of Wages upon Employee Death**

When an active employee dies, Dartmouth will pay the employee's estate for all hours worked and the remainder of their scheduled hours for the pay period in which the death occurred. Payments made under this policy will not be direct deposited, but will be mailed to the mailing address on file in Human Resources.

See also: [Alternative Work Arrangements](#)

## **Definitions or Regulations:**

New Hampshire RSA 275:30-A Day's Work; Day of Rest; NHDOL Section 275:43-a, New Hampshire Code of Administrative Rules Chapter Lab 803.03(h)(i) Dartmouth College