

Hours of Work

Employees – Exempt Employee Code

CWU Policy 305-11

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

- (1) It is expected that full-time, exempt work schedules will consist, at a minimum, of 40 hours per week which will serve as the basis of annual and sick leave accruals. Work hours are established by the supervisor based on the needs of the department.
- (2) However, when the nature of responsibilities associated with an exempt position requires greater than a 40-hour workweek including evening and weekend work, considerable flexibility in the work schedule to accommodate meetings and functions on weekends and evenings is expected. In addition, whenever possible, supervisors and employees should anticipate peak and seasonal workloads and make appropriate work schedule adjustments.
- (3) Further, if the nature of an exempt appointment frequently requires greater than a 40-hour work week, the employee is not required to charge annual leave or sick leave to cover an occasional, supervisor-approved absence. Employees shall not be required to use accrued annual or sick leave during any period in which the employee is actively engaging in an approved professional leave activity.
- (4) The president or designee of Central Washington University may suspend the operation of all or any portion of the institution whenever it is determined that the public health or property or safety is jeopardized and/or is advisable when an emergency occurs. CWU 203-16 (Suspended Operations – Emergency Closure) will be followed.

- (5) For part time exempt employees, those whose normal work hours are less than 40 hours per week, their work hours will be established by the supervisor based on the needs of the department. When more than the scheduled hours are needed to accommodate the department, flexibility in work schedules should be considered by the supervisor.

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-30-030, June 2025