Normal Hours of Operation and Work Schedules - The normal hours of operation are established by the employee’s supervisor in accordance with the needs, priorities, and requirements of the work unit and the Association.

Flexible Work - An employee may be allowed to work a flexible schedule that varies from the Association’s standard work hours, if approved in advance by the employee’s supervisor. Some positions do not lend themselves to flexible work and deviations are made on a case-by-case basis.

Changes in Work Schedules – The Association reserves the right to revise an employee's normal work schedule at any time. This includes, but is not limited to, the employee's starting and ending times, the total number of hours worked per day and/or per week, and the days worked.

For Non-Exempt Employees:

Normal Work Schedules – A Non-Exempt employee's work schedule is established by the employee's supervisor in accordance with the needs and requirements of the work unit and the Association’s operating needs.

For Exempt Employees:

Normal Work Schedules - In accordance with the employment law and regulations, Exempt employees are paid for the job they perform and not the hours worked. Thus, there is greater flexibility in work schedules. There may be core hours in the office set by an employee’s supervisor in order to meet client and Association needs. An exempt employee is not relieved from communicating schedules and whereabouts with the employee’s supervisor during normal office hours or from reporting absences and deviations from normal schedules.