

**Policy Title:** Regular Work Week

**Policy Summary:** Establishing Regular Work Week Hours

**Policy Category:** Human Resources

**Policy Owner:** Human Resources

### Policy Summary

This policy establishes regular workweek hours.

### Purpose

The purpose of this policy is to establish the regular workweek hours adhered to by employees in most positions at Drake University.

### Scope

Most positions at Drake University follow the regular workweek hours articulated in this policy although the actual number of hours worked in a workweek varies by job classification as determined by an employee's manager and in accordance with statutory regulations and University requirements.

### Policy

#### Regular Work Week

For most positions at Drake University the regular workweek is comprised of 37 ½ hours with a regular workday beginning at 8:00 a.m. and continuing to 4:30 p.m. with one hour allowed for lunch. The actual number of hours worked in a workweek varies by job classification as determined by an employee's manager and in accordance with statutory regulations and University requirements.

Employees required to track their hours may count holiday, vacation, and personal time as time worked when computing the total number of hours for that workweek. For time reporting and payroll purposes, the workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday.

**Last Review Date:** January 2021

**Effective Date:** August 2016