

OFFICE OF THE COMMISSIONER OF HIGHER EDUCATION  
PERSONNEL POLICIES

SUBJECT: Hours and Compensation

Policy Number- 305 – Work Hours

***Adopted: December 10, 2001; Revised October 15, 2019***

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**I. Policy**

- A. Regular working hours for employees will be from 8:00 a.m. until 5:00 p.m., with a one hour lunch break. Work days are Monday through Friday inclusive.
- B. Alternate work schedules may be implemented provided they do not interfere with adequate office coverage between 8:00 a.m. and 5:00 p.m. or the overall efficiency of office functions. This policy applies to all office staff, however, it is understood that alternate work hours cannot be approved for all positions.
- C. An alternate work schedule should be considered when the employer is required to make a reasonable accommodation to a known physical or mental limitation of an otherwise qualified individual with a disability unless to do so would impose an undue hardship on the office. Approval for an alternative work schedule under these conditions is not subject to the limitations included herein.
- D. Any approved teleworking arrangements will be consistent with criteria in the Montana Operations Manual and will not change the number of hours that employees are expected to work. "Telework" means a flexible work arrangement where a designated employee may work from home within the state of Montana or an alternative worksite within the state of Montana for one or more days per week instead of physically traveling to the employee's assigned primary work location. The teleworking provisions do not apply to academic and professional administrative personnel who are employed on individual employment contracts governed by Board of Regents policy.

**II. Procedures**

- A. Core hours for all full-time employees are from 9:00 to 4:00 p.m., Monday through Friday. All full-time employees must typically be scheduled to work during the core hours, unless otherwise approved by the employee's immediate supervisor and the Commissioner of Higher Education.
- B. All employees are expected to take at least a one-half hour lunch period (unless the employee's presence during the lunch period is requested). Lunch periods should typically be scheduled between 11:00 a.m. and 2:00 p.m.
- C. Outside limits for an alternate work schedule are 7:00 a.m. to 6:00 p.m.
- D. Employees desiring an alternate work schedule may submit a written request to their immediate supervisor. The request should include the proposed effective date, the hours of work desired, and the desired time for a meal break. A different work schedule may be requested for different days of the week, but the schedule must be constant from week to week.
- E. Requests for alternate work schedules will be evaluated based on the needs of the office as well as the desires of the requesting employee. Where the needs of the office require

the presence of the employee during normally scheduled business hours, the interests of the office override the employee's desires.

- F. Any alternate work schedule must be approved by the employee's immediate supervisor and the Commissioner of Higher Education whichever is appropriate. Approval for alternate work schedules may be withdrawn at any time upon notice to the employee.

**HISTORY:**

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