NORTHWESTERN STATE UNIVERSITY WORK SCHEDULE FORM

(Attachment #2)

All university employees, excluding nine (9) month faculty, graduate assistants, adjunct instructors, lecturers and student employees, shall file with the University, on this form, their assigned work schedule; certifying their work schedule and understanding of all Rules, Regulations, University Policies, etc., addressing requirements of their time and attendance reporting. Nine (9) month faculty, graduate assistants, adjunct instructors, lecturers and student employees are assigned work loads in accordance with applicable University policy and procedures. Assignments are required to be on file in the employee's respective budget unit offices and other offices as required by University policy and procedures.

, have been assigned the following Standard Work Schedule, effective

(Print or Type Employee Name)

Section from Vice President.

Assigned Schedule	Social Security Number: Standard Work Schedules* 1) 8:00 a.m. to 12 noon and 12:30 p.m. to 4:30 p.m. Monday through Friday with 30 minute lunch period. 2) 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday with 60 minute lunch period. 3) 7:30 a.m. to 12 noon and 1:00 p.m. to 4:30 p.m. Monday through Friday with 60 minute lunch period.				
	4) Other *:	Begin Work Tim Lunch End Time	ne:	Lunch Begin Time: Work End Time:	
*These schedules do no as may be required for				accommodate office hours or other	assignments on a rotating basis
Vice-President's appro effect work schedules	oval before becomi as an extension of	ng effective. Fifteen standard work sched	minute intervals for ules without justific		
Justification:					
routing and authorizati are required to be app approved requests in a	on. I understand the roved. Leave requested to the coordance with all	nat my assigned schedusts for any hours of applicable policies, p	dule is not a daily, f f work missed and/ procedures and dire	k the assigned schedule until a charlexible schedule. Any deviations for leave taken and overtime and ectives. These are to be submitted exception, e.g. Police Officers, m	s in my assigned work schedule for compensatory time, require d with my time sheet.
of Human Resources.		ranen perioa must	se senedarea. Tiny	enception, e.g. ronce officers, in	ast of approved by the Bricetor
that any request for over that <u>Rest Periods</u> are "break schedule assigned period shall exceed 15	ertime and/or comp- work time". Rest I ed should not inter- minutes. Rest per annot leave the can	ensatory time worked Periods (breaks) are efere with my assigne iod time may not be	d shall have the appressablished by the Used department's nor added to lunch per	be approved by my supervisor <u>proval</u> of my supervisor <u>prior</u> to per University to provide the employer mal operations and may be adjusted or to other off-duty time, may on a rest period), and may not be	forming the work. I understand e a period of relaxation and the sted by my supervisor. No rest y not be used to attend class or
I understand that a copschedule require appro		edule will be mainta	nined on file for int	ernal and external auditor review	and that changes in my work
ACKNOWLEDGED: Date:					
	(Employee signat		ENT, APPROVAL	S, ROUTING	
Budget Unit Title:				Account Number:	
Supervisor		Date	Dean		Date
Budget Unit Head		Date	Presiden	t. Vice-President or Equivalent	Date

From Employee to Supervisor to Budget Unit Head to Dean to Applicable President, Vice-President or Equivalent. Approved copy to Employee and Business Affairs Human Resource

X-4-14 10/09