

Northeastern University

HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:

Supersedes:

Related Policies:

Responsible

Office/Department: Human
Resources Management

Keywords: work schedule;
work hours

Policy on Employee Work Schedules

I. Purpose and Scope

The purpose of this policy is to outline the expectations of employee work schedules to meet the business needs of the University and the specific business needs of the department.

II. Definitions

N/A

III. Policy

Department heads are responsible for establishing and communicating expectations to employees regarding employee work schedules. All employees must fulfill the responsibilities of their jobs, including completing the number of work hours associated with their positions. From time to time, employees may be expected to work beyond their established work schedules to meet the business needs of their departments.

IV. Additional Information

From time to time, department heads may arrange short-term alternative work schedules for employees in their departments, provided the alternative work schedules meet the business need of the department and the opportunities for such arrangements are available for all employees.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu