
CLASSIFIED EMPLOYEES GENERAL POLICIES

PURPOSE: To develop general policies and procedures that deal specifically with classified employees.

I. Tenure of Employment

All employment in the state classified service shall be without definite term except where the term may be specified by law or under conditions of a limited-service appointment.

II. Working Hours

- A. Boise State University full-time classified employees work an eight (8) hour day and a forty-hour (40) week. For office employees, the work day typically begins at 8:00 a.m. and lasts until either 4:30 p.m. when a one-half hour lunch period is taken, or 5:00 p.m. when a one-hour lunch period is designated. Working hours are determined by the supervisor. BSU's work week is Sunday through Saturday.
- B. Maintenance, custodial, library, and other full-time employees work forty (40) hours a week on varying shifts, depending upon the function and needs of the department. Work hours are set by the department administrator.
- C. Boise State University part-time employees' working hours are determined by the supervisor.

III. Shift Differential

- A. Shift differential compensation shall be paid if fifty percent (50%) or more of an employee's assigned hours in a workweek occur between 6:00 p.m. and 7:00 a.m. Leave hours taken shall be regarded as having been assigned during the same hours that the employee would have worked.
- B. Relief shift employee means an employee whose regular assignment is to work during the absences of others.
- C. Workweek means a period of seven (7) consecutive days beginning 12:01 a.m. Sunday.
- D. Shift differential compensation shall be paid for all hours worked by a relief shift employee.
- E. Shift differential compensation shall be paid at the rate of five percent.
- F. If an employee qualifies for shift differential pay during a workweek, the shift rate shall be calculated for all hours reported in that week. The resulting amount of shift differential pay shall be included in the compensation for that pay period.
- G. Employees who are ineligible for cash compensation or compensatory time for overtime work are ineligible for shift differential compensation.
- H. For an employee who has more than one position, eligibility for differential shall be determined by position.

IV. Breaks or Rest Periods

- A. Boise State University allows two breaks or rest periods daily for full eight hour shifts. The first break is taken after two hours of work and the second break after six hours of work for full-time employees. Breaks are limited to a fifteen-minute period and should be scheduled by supervisors so as not to disrupt the function of a department or an office. All breaks not taken are lost. They cannot be accrued to be taken for other purposes such as leaving early.
- B. Part-time employees are allowed one fifteen-minute break for every four hour work shift. All breaks not taken are forfeited.

V. Flextime

- A. Flextime is only available to full-time employees.
- B. Flextime work schedules must be submitted in writing and approved by the department director, appropriate vice president/Provost/President and Director of Human Resources in advance.
- C. A minimum of one-half hour will be required for a lunch period.
- D. Flextime cannot be used to make up time taken for classes during working hours.

VI. Time Sheets

All classified employees must complete a time sheet and submit it to the Payroll Office at the end of each pay period. Time sheets are due in the Payroll Office no later than 10:00 a.m. on the Monday following the last pay period. Time taken for vacation leave, sick leave, compensatory time, or any other absence should be recorded on these sheets. Time sheets are reproduced with employee names and sent to the department payroll coordinators at the beginning of the two-week payroll cycle.

- A. Due to the automated time reporting system, when leave adjustments occur due to excess use of leave, employees will receive a copy of their adjusted time sheet.
- B. Instructions for completion of time sheets are listed on the front side of the time sheet.
- C. Temporary employees on benefits will receive a pre-printed time sheet similar to the full-time classified employees which should be submitted to the Payroll Office.
- D. Questions on completion of time sheets should be directed to Payroll.
- E. Policy interpretation questions should be directed to the Department of Human Resources.

VII. Holiday Policy (see BSU 5210-C for schedule of holidays)

- A. In the event that a holiday occurs on a normal or usual day off of a classified employee, the employee shall be allowed to switch to another day off as long as:
 - 1. the hours switched are in the same work week, or
 - 2. the hours switched match hour for hour.
- B. In the event that the employee did not switch holidays and the holiday fell on the employee's normal day off, the employee will receive regular holiday pay in accordance with the Calculation of Pay Policy.
- C. In the event the holiday occurs on a Saturday, the preceding Friday shall be designated, if it falls on a Sunday, the following Monday shall be designated the holiday.
- D. Legal holidays do not always correspond with the holiday designated on the academic calendar. If classes are in session on a legal holiday, administrative offices remain open. Any employee asked to work on a legal holiday will receive regular holiday pay in accordance with the Calculation of Pay Policy.