

ARTICLE 10. WORK SCHEDULES

Section 1. Work Week

Effective January 1, 2024, the work week shall begin at 12:00 a.m. Saturday and end at 11:59 p.m. Friday. A pay period shall consist of two work weeks. Non-exempt employees are entitled to two (2) paid rest breaks of up to fifteen (15) minutes per day.

Section 2. Work Schedules

Regular business hours are 8:30 a.m. through 5:30 p.m. Central Time, Monday through Friday. With approval of supervisors, employees may regularly work different hours. Deviations from an employee's regular schedule shall be permitted upon approval of the employee's supervisor.

Section 3. Slack and Email

Non-exempt employees shall not be expected or required to answer Slack messages or emails outside of their regular schedule. Exempt employees may, depending on circumstances, determine that there is a need to answer Slack messages or emails outside of their regular schedules. Exempt employees may consider such work outside of regular business hours when assessing whether to discuss steps with their supervisors to alleviate excessive workloads, as provided for in Article 12.

Section 4. Exempt Employee Work Time

Based on workload, there may be occasions when exempt employees work more or different hours than the regular work week. Exempt employees may communicate with their supervisors about adjustments to their schedules to avoid an excessive workload, as provided for in Article 12.

Section 5. Non-Exempt Employee Work Time

Based on workload, there may be occasions when non-exempt employees work more or different hours than the regular work week. Non-exempt employees may communicate with their supervisors about adjustments to their schedules to avoid excessive workload, as provided for in Article 12. However, schedule adjustments are not to be used to avoid overtime or in lieu of overtime.