

	Non-Exempt (Clerical Union)	Non-Exempt (Student & Hourly)	Non-Exempt (Administrators)	Exempt
Roosevelt University	Those employees governed under the Agreement Between Roosevelt University and OPEIU Local 391	Part-time hourly employees, including students and Federal Work Study students	There are only a few full-time administrators who fall into this category. This includes individuals working in transportation, Auditorium Theatre and executive assistants.	Senior executives, administrators, faculty, graduate assistants, research assistants, research associates and resident assistants.
Overtime	Employees are paid time-and-a-half for overtime hours worked above 35 or 37.5 hours per week.  Employees are paid double-time for <u>overtime</u> hours worked on Sundays.	Part-time hourly workers should never work than 17 hours per week unless arrangements have been made with Human Resources.	Employees are paid time-and-a-half for hours worked over 40 hours per week.	Employees do not receive overtime pay.
Breaks and Meal Periods	Employees working more than 5 hours /day must take a one-hour unpaid lunch break.  Employees scheduled work 7 hours/day or more must take a paid break (2 15-minute or 1 30-minutes)	Employees working more than 5 hours take a 20-minute unpaid break.	Employees take a minimum of 30 minute unpaid meal breaks.	Breaks are not mandated by law. Exempt employees should take breaks as work allows/as needed.
Breaks and Meal Periods	Employees should take their meal periods away from their work stations.  Employees may not opt out of breaks or lunch periods.  Eating at one's desk is discouraged and good judgment is encouraged. We should not be eating in reception areas or in front of students.			Taking a break away from the office can refresh and energize a person. Managers should not prohibit exempt employees from break and meal periods. Balance is encouraged.

	Non-Exempt (Clerical Union)	Non-Exempt (Student & Hourly)	Non-Exempt (Administrators)	Exempt
Work Week  The work week begins on Sunday and ends on Saturday	Full-time employees are scheduled to work either 35 or 37.5 hours/week.  35/week = 8/hours/day 37.5/week = 8.5 hours/day  Part-time clerical employees work between 17.5 and 30 hours/week.	Students and part-time hourly employees <u>cannot</u> work more than 17 hours/week.  It is recommended that part-time employees are scheduled in shifts of 5 hours or less.	Full-time non-exempt administrators work 37.5 hours per week.	The manager defines office hours. Exempt employees are paid for work performed, not for hours worked.  Administrators work a minimum of 37.5 hours/week and additional time as needed.
Compensatory (Comp) Time	Not permitted by law in the State of Illinois.			Exempt employees are paid for work performed, not for hours worked.
Flex Schedule	Employees and their managers can mutually agree to temporary changes in a work week.	Managers must be flexible with student workers regarding their work schedules.	Employees and their managers can mutually agree to temporary changes in a work week.	The needs of the office and a schedule that allows for balance between work and life are the guiding forces when determining an exempt employee's schedule.
Work from Home	Roosevelt University does not allow non-exempt employees to work from home.			Exempt employees may augment their ability to complete work by working from home, but that does not replace regular onsite office hours.

The policies, benefits and procedures described herein do not constitute an offer of an employment contract or an employment contract. These policies and procedures may be modified without notice at any time at the discretion of Roosevelt University leadership. From time to time sections of this document will be revised and updated and other materials from Human Resources will become natural additions or supplements to it.

These policies are prepared for consistency in application throughout Roosevelt University regardless of department or area. Any requests for changes, deviations, or exceptions are to be directed to the Vice President of Human Resources, Roosevelt University, 430 South Michigan Avenue, Chicago, Illinois 60605-1394. Direct phone: 312.341.6952 or e-mail [hrquestions@roosevelt.edu](mailto:hrquestions@roosevelt.edu).

