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The official work week at Pittsburg State University starts at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. The normal work week for full-time employees is forty (40) hours per week which may start on any day of the calendar week. The normal work day for full-time employees is 8:00 a.m. to 4:30 p.m. with a 30 minute unpaid meal break normally taken between 12:00 p.m. and 1:00 p.m.

Because PSU does not always operate on a day-time, Monday through Friday basis, work schedules for each department and position are established as required to maintain University services. The regular work schedule for a position is noted on the position description.

Except in emergency situations, supervisors will notify employees at least three (3) working days in advance of any change in work schedules. In certain cases, it may be possible to establish a flexible time schedule. Flex-time arrangements must be approved by the department head or area supervisor.

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