

Work Week Hours

For most departments, the standard work week is 35 hours per week (8:30 a.m. to 4:30 p.m., Monday through Friday).

Because exempt employees receive a monthly salary and are responsible for assigned project and tasks rather than for specific hours, their work hours may not always coincide with the standard work week for the Seminary. Non-exempt employees, on the other hand (in accordance with the Fair Labor Standards Act), are expected to work the standard work week, and they are paid time-and-a-half of their normal rate of pay for each hour worked in excess of 40 hours per week (See “Overtime Pay and Compensatory Time” below).

During the summer term, the President’s Office may choose to offer summer hours between May and September (these months may vary). Summer hours consist of longer work days Monday through Thursday with a shorter work day on Friday. However, all employees are required to work the standard number of work-week hours designated for their department. Each department head decides if the department will participate in a summer-hours schedule.