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UTAH TRANSIT AUTHORITY POLICY

UTA.05.08

ADMINISTRATIVE EMPLOYEE WORK WEEK AND SCHEDULE

1) Purpose

This policy establishes the Administrative Employee work week and schedule requirements to ensure continuity and consistency across Utah Transit Authority (UTA).

2) Definitions

"Administrative Employee" means an employee who is not subject to a Collective Bargaining Agreement.

"Exempt Employee" means an employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

"Fair Labor Standards Act" (FLSA) means the federal law which establishes basic labor standards including minimum wage, overtime rules, child labor protections, and recordkeeping to protect employees from unfair pay practices and unsafe working conditions.

"Floating Holiday" means up to two paid days per calendar year, in addition to the 10 Holidays recognized by UTA, for the employee's use.

"Family and Medical Leave Act" (FMLA) means the federal law that grants eligible employees the right to take unpaid, job-protected leave for certain family and medical reasons.

"FML" means Family Medical Leave as defined by the FMLA.

"Holiday" means one of the 10 Holidays recognized by UTA.

"Non-Exempt Employee" means an employee who is not exempt from the overtime provisions of the FLSA.

"Regular Full-Time Employee" means an employee who is regularly scheduled to work 40 per week, 12 months per year.

"Regular Part-Time Employee" means an employee who is regularly scheduled to work less than 30 hours per week, 12 months per year.

"Sick Leave" means an Administrative Employee time-off benefit for use in the event of an employee's or dependent's illness, injury, or medical appointment.

"Vacation" means paid time accrued by the employee for their use.

3) Policy

UTA establishes the following work week and schedule requirements to support effective

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operations, promote consistent workforce management practices, and ensure compliance with applicable laws and agency needs.

A. Work Schedule
   1. Employees must work a predictable and regular schedule approved by their department manager. The normal work week for Administrative Employees begins at 12:00 a.m. on Sunday and runs through the following Saturday at 11:59 p.m.
   2. All Exempt Employees are expected to work 80 hours per pay period (bi-weekly).
   3. Non-Exempt Employees must receive approval in advance from their department manager for any hours worked over 40 per week.
   4. Regular Part-Time Employees must work less than 30 hours per week.
   5. The Regular Full-Time Employees workday consists of eight hours per day. Alternative work schedules may be approved by an executive or manager when job, coverage, and agency needs can be met under an alternative work schedule.
   6. Meal periods are unpaid and may be 30 or 60 minutes in length as approved by the manager.
   7. UTA does not provide for any paid break time except as required under FLSA pertaining to employment of minors.
   8. An executive or manager may assign an Administrative Employee one of the following alternative work schedules. Alternative work schedules are considered and approved at the discretion of management. UTA reserves the right to change, cancel or suspend an alternative schedule at any time for any reason including having employees work a traditional workweek schedule in any pay period in which a paid Holiday falls.
      a. Exempt Employees
         1. Eight nine-hour workdays, one eight-hour workday, with one day off per pay period.
         2. Four 10-hour workdays per week.
         3. Four nine-hour workdays and one four-hour workday per week.
         4. Five eight-hour workdays per week (a standard 80-hour work schedule per pay period.

      b. Non-Exempt Employees
         1. Four 10-hour workdays per week and one day off per week.
         2. Four nine-hour workdays per week and one four-hour workday per week.
   9. An executive or manager may allow an Administrative Employee to complete their work assignments through a telecommuting arrangement.
      a. Telecommuting is at the manager's discretion to determine if the Employee or job is eligible for telecommuting arrangements and to determine the length of the telecommuting assignment. The manager will assess job duties, operational needs, and employee capabilities.

      b. Employees should not assume eligibility for a telecommuting assignment, nor assume any specific duration or frequency of telecommuting if assigned. Employees allowed to telecommute will receive specific written instructions and abide by UTA's Telecommuting Guide.

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c. UTA reserves the right to change, cancel or suspend a telecommuting arrangement at any time for any reason.

B. Time Reporting

All Employees must complete an individual time record each pay period to account for daily attendance and time off. All time reported must be reviewed and approved by the manager. Time must be accounted for as follows:

1. Non-Exempt Employees
   a. Non-Exempt Employees must complete a time record showing daily hours worked. Employee attendance at meetings and training programs approved by the employee's manager will be considered hours of work and therefore compensated time, if attendance is requested by management.
   b. Non-Exempt Employees who have not worked 40 hours in a workweek, do not have prior approval from their manager to take time off, and have no accrued Vacation time, Sick Leave, or Floating Holidays to cover 40 hours must use the approved unpaid leave time code or the unapproved unpaid leave pay codes on their time record.
   c. Non-Exempt Employees on alternative work schedules must report any time not worked as Sick Leave, Vacation time, or FML hours under the same schedule as their alternative work schedule.
   d. Non-Exempt Employees must report time on a Holiday week as follows:
      1. Non-Exempt Regular Full-Time Employees must code any UTA-observed Holiday as eight hours.
      2. Non-Exempt Regular Full-Time Employees on alternate work schedules must use Vacation time or work additional hours under their alternative work schedule to be paid for 40 hours.
      3. Non-Exempt Regular Full-Time Employees whose regular scheduled day off falls on a Holiday will be paid eight hours for the Holiday and will take the day prior to or the day after the Holiday off in the week in which the Holiday falls.
      4. Regular Part-Time Employees must code observed Holidays as follows:
         a. Employees regularly scheduled to work 20 hours a week or less must code the Holiday as four hours.
         b. Employees regularly scheduled to work more than 20 hours per week must code the Holiday as five hours.
      5. Holidays that fall during an employee's scheduled Vacation must be coded as Holiday.
2. Exempt Employees
   a. Exempt Employees may be required to complete a time record.
   b. Exempt Employee Sick Leave deductions will be charged in accordance with the FLSA. Partial days will be deducted as allowed under the FMLA. Exempt Employees may be required to use their accrued time off to account for 40 hours of paid time per week before unpaid leave codes will be applied.
   c. Exempt Employees on alternative work schedules must report any time not worked as Sick Leave, Vacation time, Floating Holiday, or FML hours under the same schedule as

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their alternative work schedule.

d. Exempt Employees charging their time to capital projects are required to enter the project number and hours worked on the project on the time record using the straight time projects pay code. Vacation time, Sick Leave, Holiday and Floating Holidays cannot be coded and charged to project codes.

e. Exempt Employees must report time on a Holiday week as follows:
   1. All Exempt Employees must code any UTA-observed Holiday and Floating Holidays as eight hours.
   2. Exempt Employees on alternative work schedules must use Vacation time or work additional hours in the pay period to account for 80 hours on the pay period in which the Holiday falls.
   3. Exempt Employees who have a scheduled day off on a Holiday will be paid eight hours for the Holiday and will be given another day off in lieu of the Holiday within the pay period.
   4. Exempt Employees who work on a UTA-observed Holiday and take a day off in lieu of the Holiday must indicate on their time record the number of hours worked on the Holiday and eight hours of Holiday pay on the day taken in lieu of the Holiday.
   5. Holidays that fall during an employee's scheduled Vacation must be coded as Holiday.

f. Exempt Employees who work on a Holiday and are unable to take a day off in lieu of the Holiday should indicate on their time record hours worked and eight hours of Holiday pay.

4) Review
This policy must be reviewed annually as required by Utah Code.

5) Cross-References
- UTA.05.02 Paid Time Off - Administrative Employees
- UTA Telecommuting Guide
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Utah Code § 17B--802 Review of Personnel Policies

This UTA policy was reviewed by UTA's Chief People Officer on 05/29/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

_____

Jay Fox
Executive Director

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Approved as to form and content:

DocuSigned by:
Mike Bell
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Counsel for the Authority

History

Date	Action	Owner
06/24/2004	Adopted – Corporate Policy 5.2.8 Administrative Employee Work Week and Schedule	
11/03/2015	Revised and Renumbered Corporate Policy 6.7.1.2 Administrative Employee Work Week and Schedule	
06/21/2016	Revised	
11/01/2016	Revised	
	Revised and Renumbered – UTA.05.08 Administrative Employee Work Week and Schedule	Chief People Officer
	Board Reviewed – UTA.05.08 Administrative Employee Work Week and Schedule	Chief People Officer

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