

SOP: **PO-07**

Title: **Time Worked & Recording Within the LARC**

SOP Last Revision Date:
26AUG10

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe proper working hours and documentation. This SOP applies to personnel employed within the Laboratory Animal Research Core on the campus of the University of Missouri-Kansas City.

POLICY

It is LARC policy to meet or exceed all federal, state, local regulations and institutional policies/procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP or work under the direct supervision of a trained LARC staff member.

REFERNCES

- A. Laboratory Animal Research Core Management
- B. Human Resource Policy:
<http://www.umsystem.edu/ums/departments/hr/manual/211.shtml>
- C. Human Resource Department

PROCEDURES

A. In General

- a. LARC employees are only permitted to work 40 hours/week unless specific approval is granted through justification. LARC work weeks run from Sunday through Saturday each week, therefore the 40 hours includes Sunday-Saturday and NOT just Monday-Friday. Additionally, you are only permitted to work 4 hours/day on the weekend/holidays unless specific justification is met. If an incident occurs that you need to stay later than 8 hours on a weekday or 4 hours on a weekend, approval will be required by means of justification.

B. Reporting Your Time

- a. All time worked is to be reported 100% accurately on your timesheets.
- b. In the event you stay over 8 hours in a particular day you must notify management by email stating that you worked over 8 hours and give the reason for working past 8 hours.
- c. If you work the weekend, management will ensure the schedule reflects 40 hours for the week. The schedule will indicate the days you are to work 8 hours and/or 4 hours, again to ensure the schedule reflects 40 hours for the week. You are to notify management by email of any unforeseen changes to your schedule.
- d. Note the below scenarios that you might work for examples:

C. Different Scenarios

a. Scenario #1:

Sunday	= 4 hours
Monday	= 8 hours
Tuesday	= 4 hours
Wednesday	= 8 hours
Thursday	= 8 hours
Friday	= 4 hours
Saturday	= 4 hours

Total Hours Recorded on Timesheet = 40 hours

This scenario is **correct** as knowing you worked Sunday 4 hours and have to work Saturday up to 4 hours, your schedule reflects the appropriate 8 hours throughout the same work week (Tuesday & Friday) to ensure a 40 hour week.

b. Scenario #2:

Sunday	= 4 hours
Monday	= 8 hours
Tuesday	= 8 hours
Wednesday	= 6 hours
Thursday	= 8 hours
Friday	= 6 hours
Saturday	= 0 hours

Total Hours Recorded on Timesheet = 40 hours

This scenario is **correct** as knowing you worked Sunday 4 hours your schedule reflects the appropriate 4 hours throughout the same work week (Wednesday & Friday) to ensure a 40 hour week.

D. Emergencies

- a. In the event you stay over hours in a particular day for unforeseen events (emergency, etc.) you must notify management prior for approval. If management is not available, you are to email management after the work day stating that you worked over regular hours and give the reason for working past 8 hours on a regular work week day or 4 hours on a weekend day or holiday.