



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-5005	Policy Title:	Work Schedule & Pay Periods Policy
Effective:	07/01/2021	Responsible Office:	Human Resources
Date Approved:	06/14/2021	Approval:	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	02/14/2016	Responsible University Official:	Chief Human Resources Officer

SCOPE:

This policy applies to the University of Richmond Employees and all of its Affiliates. As used in this policy, the term “Employees” refers to staff and faculty; “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

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The University has a diverse workforce whose schedules vary due to departmental needs. Supervisors determine work schedules in accordance with guidelines and departmental needs. Supervisors will advise employees of the work schedules and departmental expectations.

Non-exempt Employees

Administrative and Office/Support

Full-time employees in this category generally work Monday through Friday, 8:30 a.m. to 5 p.m., with an unpaid meal break for a total of 38.75 hours per workweek. Schedules for part-time employees are arranged by the employing department and are approved by Human Resources.

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Service/Maintenance

Due to the demands of the jobs in this category, hours will vary. Assigned days off and shift schedules vary according to the position held. Full-time employees are generally scheduled to work 40 hours per workweek with an unpaid meal break each workday. Schedules for part-time employees are arranged by the employing department and are approved by Human Resources.

Exempt Employees

Full-time exempt employees are expected to:

- accomplish work as defined in the job description and as set out in the supervisor's expectations for the job;
- work whatever work schedule is necessary to successfully complete requirements of the job;
- be present for work during the University's regular business hours of 8:30 a.m. to 5 p.m. Monday through Friday, unless the supervisor sets and approves a [Flexible Work Arrangement](#);
- complete their work at a level of quality and timeliness that meets the supervisor's expectations and University needs, without regard to the time required to perform the work.

Pay Periods

Exempt employees are paid on the first day of the month for the preceding month. If the first falls on a Saturday or Sunday, employees are paid on the preceding Friday except for the January 1 and June payroll. In January, exempt employees are paid on the first business day of the year, in June, exempt employees are paid on the last work day of the month.

Non-exempt employees are paid bi-weekly, on the Friday following the end of the previous work period. For more information about pay periods, visit the [Payroll website](#).

POLICY BACKGROUND:

Original policy revised 2/14/2016

Non-substantive revisions for clarification prior to inclusion in policy library in 2021

Non-substantive revisions for clarification and update links on 08/05/2025

POLICY CONTACTS:

Chief Human Resources Officer

Director of Tax Compliance & Payroll