

Work Hours and Schedules

Work hours and schedules vary throughout Detroit Mercy depending upon the services provided by a particular area. At the time of hire, employees and supervisors should discuss the regular work schedule requirements. Supervisors are responsible for establishing and communicating work schedule information to their employees, to include start times, lunch break and end times. When the work schedule must be changed, supervisors will give as much advance notice as possible so employees can coordinate their personal activities in order to meet the new scheduling requirements. The operating demands of the department must be the primary consideration in establishing work schedules and requiring overtime. The standard Detroit Mercy workweek is Monday through Friday, 8:30 a.m. to 5:00 p.m., includes one-half hour of unpaid time for lunch, and consists of 40 work hours.