

Northeastern University

HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:

Supersedes:

Related Policies:

Responsible

Office/Department: Human
Resources Management

Keywords: work schedule;
business hours

Policy on Standard Business Hours

I. Purpose and Scope

N/A

II. Definitions

N/A

III. Policy

Standard business hours for the university are 8:30 a.m. to 5:00 p.m. Monday through Friday. In addition, some departments may require extended or alternate hours to address the unique needs of their service area.

IV. Additional Information

This policy addresses only the standard business hours for the university. Individual employee hours to be worked are set by department heads responsible for each area and are not the subject of this policy.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230;
HRMInfo@neu.edu