

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Work Schedules</b>	No. 502	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on work schedules, including overtime.

**Scope**

IMR Employees and Investigators

**Policy**

The normal work schedule for all full-time employees is 40 hours per week. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week, including the utilization of part-time and intermittent work schedules and the scheduling of overtime.

Supervisors will advise employees of number of hours to be scheduled and when their schedules will normally begin and end.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions and overtime pay is based on actual hours worked per week. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.