



The American University of Kurdistan Working Hours Policy

Policy Number: HR015

Effective Date: May 28, 2023

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to specify guidelines for all employees' working hours and attendance at AUK. The policy specifies the minimum and maximum working hours for employees, as well as provisions for late arrivals and early departures.
- c. **Scope:** This policy applies to all AUK Full-Time and Part-Time employees.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

III. DEFINITION

AUK attempts to provide a healthy working environment and safeguard the health and safety of all of its employees. To achieve an acceptable balance between work and personal life, our university strives to ensure that employees do not work more than reasonable hours.

IV. POLICY STATEMENT

The aim of the American University of Kurdistan (AUK) is to comply at all times and where required to the Labor laws of Kurdistan, Iraq. AUK also strives to create a culture of disciplined and motivated employees. In order to achieve its mission, the University must use its resources effectively and efficiently. One of the most important resources is our employees.

VI. POLICY PROCEDURES

1. SECTION ONE (1) AUK WORKING HOURS

- A. Responsibility:** It is the responsibility of all employees to arrive and report to work on time. Arrival at any time after their starting time of their work day is considered late or tardy for performance purpose. Any employee who does not report to work before 9am on that morning must inform their immediate supervisor that they are late or will not be coming into work. Failure to do so can result in disciplinary action.
- B. Supervisor:** Supervisors are responsible for ensuring that the operational needs of their respective departments are met by setting, approving, and altering work schedules; approving lunch breaks and monitoring work-time related issues to ensure efficiency, effectiveness and responsiveness.
- C. Employee:** Employees are required to report to work on a regular basis, to comply with the provisions of this policy and to adhere to the schedules and work-time related issues as communicated and approved by their respective managers. The employee is responsible for their timekeeping and any abuse of the working hours could lead to disciplinary action.
- D. Normal Working Hours:** The University has operational hours between 8:00 am to 4:30 pm or 8:30 am to 5:00 pm, five (5) days a week, except for Thursdays the working hours are between 8:00 am to 4:00 pm or 8:30 am to 4:30 pm. These hours are different for the various departments. The University is closed on Fridays and Saturdays. However, many departments may have different working hours.

A. Working Hours During Ramadan:

AUK working hours during Ramadan are as follows (as per 2022 guidelines):

- On-Campus working hours: 9:00 AM to 2:00 PM.
- Off-Campus working hours: 3:00 PM to 5:00 PM.
- AUK Campus will remain open to all employees whose job duties require a physical presence on Campus.
- Classes will be held as scheduled, with the exception of classes scheduled between 4:00 p.m. and 7:00 p.m.; these may be rescheduled by Academic Affairs; students and faculty will be notified accordingly.

E. CAPA Instructor Working Hours:

- The CAPA Instructor should complete eight (8) working hours per day (excluding lunch), five (5) days a week, for a total of forty (40) working hours per week.
- The CAPA Instructor must teach twenty (20) contact hours per week. Each contact hour is defined as actual in class instruction with CAPA students.
- The CAPA Instructor must also be available, preferably in his/her office or cubicle, for five (5) hours each week for office hours.
- Working hours for CAPA Instructors may include Saturday and weekday classes until 9:00 pm.
- This schedule will be determined and agreed upon by the Instructor and the Director of the CAPA Department

F. Faculty Working Hours:

- Faculty shall have **(4) FOUR Hours** posted office hours over at least two days per week plus any other time decided by appointment.
- Faculty shall be present on Campus for at least (30) hours per week to achieve the above paragraphs.
- If AUK, for any reason, reduces the working hours on campus, Faculty shall then work online to fulfil the regular work tasks and teaching responsibilities during the remaining hours in which Faculty is not present on campus.
- The Faculty Member should teach twenty-four (24) credit hours per academic year unless provided a waiver for administrative or research duties or by approval of the Provost. An additional three (3) credit hours of teaching per semester may be assigned subject to the approval of the faculty member and the concerned Dean, Chair of the Department and Program Director. The Faculty Member engaged in extra teaching loads shall be compensated based on the prior approval of his/her immediate supervisor and per the financial policies, rules, and amendments of the University
- The Faculty Member's hours of work shall coincide with the University's needs. It is based on exigencies of service and normal hours of operation, as decided at the work place, and subject to change.
- The Faculty Member is encouraged to participate in occasional extracurricular activities and AUK events as organized by the University; such participation will not be considered additional work and is not eligible for overtime pay

2. SECTION TWO (2) AUK BREAK TIMES

a) Lunch Break:

Definition: The lunch break is a time of thirty (30) minutes an employee can spend outside their offices for having lunch or other activities. During this time the employee is free to leave their desks and are not obliged to work. All employees should comply with points below:

- A total lunch break of thirty (30) minutes per day should be taken between 12:00 PM and 2:00 Pm each day.
- The time for a meal break is determined for each staff member by his/her supervisor, based on the employee's work schedule, and with due attention being paid to the staff members' preferences
- There are no Coffee, breakfast, and brunch break during the mentioned working hours.
- Employees can have breakfast before the operational hours begin.
- Employees can grab a drink or a snack and return to their offices and resume working immediately.
- Employees must ensure that they work eight (8) office hours a day and their absence will not impact their working hours.

b) Excessive Breaks:

- Employees should complete eight (8) working hours per day excluding the lunch break.
- We make sure to provide a healthy environment to our employees; therefore, AUK provides a thirty (30) minutes break to be taken between 10:00 AM and 4:00 PM.
- Employees can combine this 30 minutes with their lunch break or they can divide it into short breaks to be taken during the timeframe mentioned above.
- Employee must not take breaks and leave their offices before 10:00 AM and after 4:00 PM.
- Employees are not allowed to take excessive breaks during their working hours except for the permitted breaks mentioned above.
- If an employee requires a break during working hours due to a health condition, or any reasonable conditions they should get the approval from their direct supervisor by ensuring this will not affect the workload of the employee and the unit.
- If it happens and employees take any additional rests that reduces the eight (8) working hours; AUK has the right to take disciplinary action.

- During working hours employees should be dedicated to their duties and responsibility as in their job description.

C) Smoking Breaks:

- Smoking is prohibited in any part of the workplace including offices, Cafeteria, corridors, Car park and/or any place outside of the smoking areas.
- Staff who smoke must extinguish and dispose of used cigarettes in a responsible way.
- Smoking breaks are counted in the 30 minutes provided by AUK as mentioned
- Smoking breaks should be taken between 10:00 and 4:00 PM.
- Employees may smoke before and after working hours and during their lunch breaks in the appropriate areas.
- Smokers who need to take smoking breaks during working hours and while on duty may do so at the discretion of their line manager, who must consider the impact of the breaks on the individual's workload and team.
- If the employee takes smoking breaks at an improper frequency and/or duration, the supervisor retains the power to remove, or change the arrangement of smoking breaks.

The role of Supervisor: It is the supervisor's obligation to ensure that their team understands the policy and its requirements by explaining the rules to them. They must also take all reasonable steps to guarantee that their employees work eight hours a day and are committed to their tasks and responsibilities in the office. The below points should be considered to enhance the unit and the university workplace:

- Supervisors should make the rules clear to their team;
- Start collecting a record of the time their staff is spending away from their desks;
- Their long breaks and absences should be documented;
- Understand why they are taking long, and frequent breaks;
- Take initiatives to solve this behavior;
- Be consistent with this strategy;
- AUK has the right to take disciplinary action for any activity results in a violation of this policy;

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023