

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	<b>WORK AND SHIFT ASSIGNMENTS</b>				

## 1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

## 2.0 SCOPE

Staff Employee Policy

## 3.0 POLICY

Any employee may be required to engage in any type of work that is necessary or required in the operation of the University, provided the employee is qualified to perform such work. Supervisors may, for example, assign work duties that are not ordinarily performed by an employee to maintain a steady workflow for the employee during slower times, or to help the University in meeting particular job deadlines. Such additional duties or work assignments should be of a short or temporary duration. If the additional duties or work assignment is for a long period or an indeterminate period, the job description for the employee should be reviewed with Human Resources and appropriate changes made when needed.

Supervisors may also schedule a classified employee to work a shift other than the employee's usual shift. Any change in an employee's usual schedule will be communicated to the employee before the beginning of the workweek or earlier, if at all possible.

## 4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

## 5.0 RELATED DOCUMENTS