**Work Schedule Rule – JHU Staff**

Definition: The work schedule rule represents the maximum hours an individual can be scheduled to work in any given work week. Overtime will be paid via supplemental pay for eligible staff. The work schedule rule replaces the legacy standard day (7, 7.5, 8). If you multiply the legacy standard day by 5, the resulting figure equates to the work schedule rule used in SAP.

35.0WK5:
- SAIS non-exempt staff

37.5WK5:
- Non exempt staff in the Homewood Divisions
- Exempt Staff University-wide
- All Faculty University-wide
- Some non exempt staff in Bloomberg School of Public Health
  - See departmental/divisional representatives for exceptions

40.0 WK5:
- Non exempt staff in the School of Medicine
- Bargaining Unit Staff University-wide
- Non exempt staff in Bloomberg School of Public Health
  - See departmental/divisional representations for exceptions

Exceptions to above who are on a 40 hour work schedule rule:
- Nurse Anesthetists in Anesthesiology (School of Medicine)
- Supervisory (exempt) staff in Custodial Services (Facilities Management)
- Non exempt staff in Facilities Management (SAIS)
- Campus Police Officers in Security (Homewood Divisions)
- Stationary Engineers in Facilities/Plant Operations (Homewood Divisions)
- Exempt staff in Supply Chain

No WKSC:
- Only used for non employee hires

Student Work Schedule Rule (19.99 hours per week maximum):
- Undergraduates
- Graduates
- Visiting Students

Fellow Work Schedule Rule (no work commitment):
- Fellowship Recipients in employee group 8, subgroup 20

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The list for work schedule rule list may be cumbersome. To aid in managing this list, we suggest initiators/approvers create a personal list. The personal list will allow you to only see the option you select. Follow the directions below to create a personal list.

Step 1

Click on the search icon in the ISR

Step 2

Highlight the selection you want in your Personal list and click the “Insert in Personal List” icon.

Repeat this procedure for each selection you want included on your personal list.

Your Personal List has now been created.

Once the list has been created it will default each time this field is browsed.

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Health System

Additional icons used to manage your personal list:

- This icons allows you to delete items from the personal list.
- This icon allows you to Display all Values.
- This icon allows you to view your Personal List.