

Established Work Week & Sunday Scheduling

Established Work Week

The scheduled workweek begins at **12:01 a.m. on Monday** and ends at **midnight on Sunday**.

Employees are expected to work with their supervisor to establish and maintain a regular work schedule and to communicate promptly about any anticipated variations or changes.

Salaried / Exempt Employees

Exempt employees are expected to fulfill the responsibilities of their position with flexibility across the established workweek.

Sunday work is a requirement of all positions at least occasionally, and regularly for most. It is understood to be part of overall job expectations. At the same time, Foothills Unitarian recognizes the value of regular rest and the importance of a two-day weekend for long-term sustainability. When operationally feasible, the organization aims to offer pre-scheduled Sundays off for all employees at least once every other month, recognizing that patterns may vary by role and season.

Schedule adjustments (including time off on other days) may be arranged in coordination with the supervisor, with the understanding that exempt roles are not tied to hourly timekeeping and are evaluated based on overall responsibilities and outcomes rather than hours worked.

Rotating Sundays Off for Hourly Employees

To support sustainability while ensuring consistent operational coverage, Foothills Unitarian provides a rotating Sunday-off structure for hourly staff whose roles regularly require Sunday work.

Rotation Structure

- Eligible hourly staff may be scheduled for **one Sunday off approximately every six (6) weeks**, based on staffing needs and departmental capacity.
- Sunday rotations are coordinated by supervisors to ensure adequate coverage for services, programs, and facilities operations.

- Rotations are not guaranteed on a fixed calendar and may be adjusted due to holidays, special services, staff absences, or operational needs.

Hours & Compensation

- A rotating Sunday off **does not constitute additional paid time off (PTO)**.
- During weeks when an hourly employee has a Sunday off, the following apply:
 - Employees who regularly work at least 20 hours per week may work with their supervisor to schedule replacement hours within the established workweek when participating in a rotating Sunday off, subject to operational needs and supervisor approval.
 - Employees who work less than 20 hours per week and choose to participate in regularly scheduled Sundays off will be **paid only for the hours worked in that week**, consistent with hourly employment practices.

For additional information regarding paid time off and eligibility, employees should refer to the [Regular Part-Time Employee PTO Policy](#).

Scheduling & Exceptions

- Sunday rotation schedules should be planned in advance whenever possible.
- During high-impact periods (e.g., holidays, major events, staffing shortages), rotating Sundays off may be temporarily paused or adjusted.
- Missed rotation opportunities due to operational needs do not accrue, bank, or roll over.

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