

**This policy sets forward the guidelines used for TRC staff to manage time in accordance with the UVM time accounting rules for both exempt and non-exempt staff. In general, attendance, workload and leave time are managed by the employee and their supervisor.**

### **Normal Hours and Lunch**

1. All staff select start and end time between 730AM and 5PM for a total of 7.5 hours per day. These times are approved by their supervisor and posted on their doors and in Oracle Calendar (Julia also keeps a master table). Exceptions are to be determined as needed with supervisor approval.
2. Select a 30 min, 45 min or 1 hour lunch period. For lunch periods taken outside the noon hour post a note on your office door.

### **Late Arrivals**

3. You are expected to be on time. If you will be late on any given day please notify your supervisor. If your supervisor is unavailable by phone please contact Julia Kirby to email your supervisor.

### **Sick Days or Leave Time**

4. If you are sick, email your supervisor copying the business manager by 8AM if possible. Please use the following for the subject line NAME-SICK-DATE; you may call the business manager or office assistant and ask them to email or phone a message to your supervisor.
5. Leave time for medical appointments for you, your children or someone you care for should be requested in advance when possible, with the subject line above.
6. The TRC adheres to the Family Leave act. Please see the resources page for the applicable form.
7. Employees are encouraged to stay home when they are sick.
8. If you become ill during the day, or need to leave early to take care of a family member's illness, email your supervisor, copying the business manager with the subject line, NAME-SICK-DATE; enter sick leave in PeopleSoft upon your return.

### **Less than 1 day vacation / leave time or early departure**

9. Give supervisor as much notice as possible by email – subject line NAME-VACATION-DATE.
10. Supervisor approves the request by email copying the business manager who will ensure it is properly approved in PeopleSoft.
11. Enter as a “daily note / push pin” with visibility to all TRC staff in Oracle calendar as soon as leave time is approved.
12. Employee should enter leave time in PeopleSoft in hours within one week of the leave time

### **1 or more days vacation or leave time**

13. Give supervisor one week notice minimum - subject line NAME-VACATION-DATE.
14. Supervisor approves the request by email copying the business manager who will ensure it is properly approved in PeopleSoft
15. Employee enters leave time in PeopleSoft in hours within one week of the leave time

16. Enter as “daily note / push pin” with visibility to all TRC staff in Oracle calendar as soon as leave time is approved.

### **Overtime and flextime**

17. Only non-exempt employees are eligible for overtime and as a general rule we try to avoid requiring these non-exempt staff to work beyond 37.5 hours per week because it makes grant fund management challenging.
18. When more than 37.5 hours is required for non-exempt employees, an “Overtime Form for Non-Exempt Employees” should be filled out and approved in advance of the proposed overtime. For additional information please see UVM’s overtime and comp time policy. For the overtime form please visit the TRC Resources Website.
19. All TRC Staff have limited flextime options; required long days such as late meetings or early event starts can be traded for short days as needed and approved by their supervisor.
20. Exempt staff members are expected to manage their time with guidance from their supervisor. Time requirements of the job may at times require more than the traditional 37.5 hours. This may mean working outside of regular business or routine hours described above. UVM’s policy on providing comp time in extraordinary circumstances to exempt employees can be found in the UVM Staff Handbook.

<http://www.uvm.edu/hrs/?Page=info/staffhandbook/compensation.html>

### **Telecommuting**

21. Telecommuting is occasionally approved by a supervisor on a day by day case by case basis. For example, a staff member has to be home with a sick child but works part of the day, they may with the approval of their supervisor adjust their sick time entered to be less than 7.5 hours. As another example, a staff member may live half way between Montpelier and UVM. If they have an 11AM meeting in Montpelier, the staff member may telecommute during the morning with approval of their supervisor.
22. During any telecommuting time staff must be available by phone and email.

### **Routine Flextime**

23. TRC occasionally uses flex time with supervisor approval. Certain positions cannot incorporate flex time.

### **Professional Development**

24. Professional development courses, training and workshops are encouraged and may be supported by TRC with work time as well as fees. This support is subject to terms of our grant funding and approval by your supervisor.
25. In general work time may not be used for full credit courses.