

TRC Staff Time Management Policy October 2009

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 routine start and end time between 8AM and 5PM, have these times approved by their supervisor and post on your door and in Oracle Calendar (Julia also keeps a master table)
2. Typical end times will not be before 4PM for full time employees
3. Select 30 min, 45 min or 1 hour consistent lunch start and end time
4. Normal hours can be changed semester by semester but more frequent changes make team work difficult

Late Arrivals

5. If you are more than 5 minutes late on a given day, call supervisor or alternate if your supervisor is not in; you may call Julia and ask her to email or phone a message to your supervisor
6. Consistent late arrivals must be addressed.

Sick Days or Leave Time

7. If you are sick, call or email your supervisor or alternate by 8AM if possible; you may call Julia and ask her to email or phone a message to your supervisor
8. Generate an email upon your return with the subject line SICK – NAME – DATE; enter sick day in Peoplesoft; supervisor will approve by email and copy the business manager
9. Leave time for medical appointments for you, your children or someone you care for should be requested in advance with the subject line above.
10. Employees are encouraged to stay home when they are sick.
11. 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, SICK – NAME –DATE; enter sick leave in PeopleSoft upon your return.

Less than 1 day vacation / leave time or early departure

12. give supervisor as much notice as possible by email – subject line VACATION – NAME – DATE
13. supervisor approves by email copying the business manager who will ensure it is properly approved in PeopleSoft
14. enter as a “daily note / push pin” with visibility to all TRC staff in Oracle calendar as soon as it is approved.
15. employee enters leave time in PeopleSoft in hours within one week of the leave time

1 or more days vacation or leave time

16. give supervisor one week notice minimum - subject line VACATION – NAME – DATE
17. supervisor approves by email copying the business manager who will ensure it is properly approved in PeopleSoft
18. employee enters leave time in PeopleSoft in hours within one week of the leave time
19. enter as “daily note / push pin” with visibility to all TRC staff in Oracle calendar

Overtime and flextime

20. only non-exempt employees are eligible for overtime and as a general rule we try to avoid requiring these staff to work beyond 37.5 hours per week because it makes grant fund management challenging
21. when more than 37.5 hours is required for non-exempt employees it must be pre-approved and the UVM overtime and comp time policy is followed
22. all TRC staff have limited flextime options; required long days such as late meetings or early event starts can be traded for short days within the same week with prior approval by the supervisor; required weekend work for travel or weekend events can be traded for a portion or full day off within the same week with the approval of the supervisor.
23. Exempt staff 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

24. Telecommuting is not routinely practiced at the TRC
25. 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 they 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 a 11AM meeting in Montpelier, the staff member may telecommute during the morning with approval of their supervisor.
26. During any telecommuting time staff must be available by phone and email.

Routine Flextime

27. TRC does not in general use flex time but instead allows staff to select routine start and end times above. These times can vary from semester to semester or in a routine pattern. But they cannot vary day to day.

Professional Development

28. 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.
29. In general work time may not be used for full credit courses.