The purpose of this document is to help avoid confusion and to ensure that as a department we are all aware of departmental procedures and expectations. This is especially important during the summer season with peak requests for time off. Each member of the department is important to the high level of service we provide, to our students, faculty and staff. Thank you in advance for your cooperation.

**Attendance & Work Schedules:**

**Work Schedules**
The regular hours of work for full-time staff are thirty-seven and one-half hours per week, excluding meal periods or forty (40) hours per week including meal periods. All employees are expected to work a full day.

*Adjustments or changes to your working schedule.*
An Employee may request a different work schedule than the standard 8:30am to 5:00pm. All schedule change request(s) must be made in writing to your supervisor in advance to be reviewed and to avoid confusion.

As a customer service office, coverage is extremely important. Supervisors have the right to set schedules, including when meal breaks can be taken, to ensure that proper office coverage is maintained. Staff are allowed two fifteen minute breaks; one mid-morning and one mid-afternoon. These breaks may not be combined with the lunch break.

Employees should be on time and ready to work at the start of their scheduled shift. It is understandable that occasionally employees will be tardy due to traffic, etc.; however tardiness occurring more frequently is not acceptable. Late arrivals must be shown accurately on time slips as personal time.

*Personal phone calls; texts*
Personal business such as emails and personal phone calls are not permitted during the work shift and/or at any time in the public areas. The use of University(s) computers should be in compliance with the University’s acceptable use policy. Personal calls using personal cell phones may take place during meal breaks but must be away from the public areas of the department. This does not include those rare circumstances such as family emergencies. Calls made on personal phones when on breaks are not restricted, but they should take place outside the public areas of the unit. Excessive personal calls while on duty and/or at any time in the public areas of the office will result in disciplinary action.

*Office Visitors*
Please curtail the visits of others socializing in the Biology Office during the working hours. Save those moments for your breaks and lunch-time away from the office.
**Requesting and reporting time:**

*Vacation and Personal Leave Request*

In order to ensure that employees are able to utilize vacation leave and that sufficient levels of coverage are maintained we request that all employees submit vacation requests prior to the distribution of the monthly schedule. The vacation provisions in both the professional and classified collective bargaining agreements state in part, “An employee may request vacation leave when it becomes available. Vacation leave requests shall be granted unless in the CEO’s opinion it is impossible or impracticable to do so because of work schedules or emergencies.” Please note that if any employee is in danger of losing earned vacation credits all efforts will be made to accommodate their request. Subject to the needs of the department we will take all reasonable steps to accommodate vacation requests.

In order to provide for the needs of the department, we request that employees try to provide a two week notice for personal time. However we realize that this may not always be possible and in those circumstances such requests shall not be unreasonably denied. Since personal time must be used by the last payroll day of the payroll month of December or be forfeited, every effort will be made to accommodate the usage of personal time remaining in December in order to prevent the loss of time.

*Requesting Sick Leave*

We ask that employees provide as much notice as possible, but not less than five days, when planning to use sick leave for scheduled medical appointments. In those circumstances where such notice is not possible please notify your supervisor at the earliest possible time that you plan to be absent. Sick leave may only be used for the purposes contemplated in the collective bargaining agreements.

Both the professional and classified collective bargaining agreements contain language regarding the request of medical documentation:

“When the CEO (or supervisor) has reason to believe that sick leave is being abused, he/she may require the submission of satisfactory medical evidence from a qualified health care professional. Such request shall be made within seven (7) working days of either the date of suspected abuse or return of the employee, whichever is later. Failure of an employee to present such medical evidence within seven (7) working days after such request has been made by the CEO may, at the discretion of the CEO, result in the absence being treated as absence without pay.”

*Reporting Time and Attendance each week:*

It is imperative that faculty and staff report any time taken or hours earned to the time-keeper each week. The timekeeper has created an outlook calendar for the department personnel to enter their time. As has been the practice, faculty will notify the chairman and staff will notify their supervisor in advance when requesting time off and/or have had prior discussion for time earned. The Chairman will notify the timekeeper regarding faculty time off. It is the responsibility of the staff member to place their time on the outlook calendar to ensure proper reporting. The timekeeper will give proper access to all new employees and instruct them on how to make use
of the calendar. It is the responsibility of the administrative director to provide action codes and speed type(s) to the timekeeper for time used or earned.

**Booking and maintaining all conference room calendars:**

*Wheatley W-3-22 and McCormack M-3-18*

The biology office staff responsibility is to maintain each of the calendars (Wheatley W-3-22 and McCormack M-3-18). For the ISC conference room 4310, the biology office staff will maintain these bookings until it is incorporated into the R25 scheduling system. Note: While the department community has the capability to view all calendars they must call/email the main office to confirm and book the above mentioned rooms to avoid conflicts.

Note: Periodically one of the staff will need to bring the month’s updates and post on each door. Should we need help running over the calendar monthly or weekly changes to McCormack or ISC, staff will make these changes.

*ISC Biology Departmental conference room request protocol:*

**Internal to Department:**

1. Requests will be sent directly to the scheduler,
2. Scheduler will check the availability on R25

If available –

a. scheduler will then make the request on the space request form
b. send forward
c. tentatively placed on google calendar until confirmed or denied

When Confirmed: the scheduler will send a follow up email to the person who made the original request.

When Denied:

a. Correct on google calendar,
b. Scheduler will then assist the internal departmental requester in finding another room.

**External to Department**

1. Outside departments will fill out space request and submit/send forward to the campus center.
2. Requests are forwarded to Biology by the campus center for the scheduler to check availability.
3. Scheduler will notify of the availability;
4. The department reserves the right to bump should there be a need.

Scheduler will maintain google calendars; refreshing calendars on doors as before;
Scheduler post policy by each calendar to help others become aware of the procedure to follow.

**Running Errands**

We sometimes all need to run errands to other areas of the university; however, these types of short errands should only take a moment of your time not hours. It is unacceptable for anyone at
any time to leave the office for long periods of time without prior approval. This is aside from
the approved workshop(s), scheduled lunch break(s) and 15-minute break(s).

Should you anticipate your errands taking longer than 5 or 10 minutes, you must communicate to
your supervisor (in person or in writing) prior to leaving your desk. If errands are of a personal
nature you must conduct them within your 15 minutes breaks or lunch time. Errands should not
impede on anyone’s time other than your own. Abuse of work time will not be tolerated.

**Professional Development**

*Workshop training and/or enrolling in a course at the university*

All requests to take workshops shall be made in writing in advance to your supervisor. Other
requests such as, taking a class at the university during a staff’s “normal scheduled hours” shall
be discussed with your supervisor prior, to the start of the class, when it involves changes to your
workday schedule. Operational need will dictate approval of workshop attendance.

Again, thank you in advance for your cooperation and continued efforts on behalf of the
University and the department.