

Chapter 12

Classified

Staff

Classified Staff Rules

Hours of Work (full-time employees)

- **Standard office hours** are 7:45 a.m. – 4:30 p.m. Lunch and break times should be discussed with the employee.
- **FlexTime** is permitted (with supervisory approval) to include core hours, alternative work patterns, and job sharing.
- **Overtime** is defined as any hours in pay status over 40 hours/week. Pay will be at time and one half.[∞]
- **Compensatory Time** is earned for hours worked over 40 hours/week in lieu of pay.
- **Time Cards** are due in the Human Resources office Friday morning of payroll week. Before mailing or hand delivering your time card, make sure to verify your hours and sign it.

Vacation, Personal Holidays and Sick Leave

- Permanent classified employees earn a minimum of two weeks of vacation per calendar year. Depending on years of seniority, they may earn up to five weeks.
- Personal holidays are granted during each calendar year as well as paid holidays as per the current contract.
- Scheduling of vacation, personal holidays or compensatory time off should be approved in advance by the department chair.
- Sick leave is earned at the rate determined by the current contract. Procedures for calling in sick should be discussed with the employee.

Part-Time Employees

- All permanent part-time employees are entitled to the above benefits, but at a prorated benefit rate based on FTE.

From Personnel Office, 1997

[∞] If departments wish to ask classified staff to put in overtime, prior notification should be given to the Dean's Office.