

SCHEDULES:

Expectations:

- Full Time employees are expected to work from 8-5 daily. If you will not be in at 8 am, a call should be made to the office within 20 minutes of your start time. If you have urgent or pending items that need attention in your absence, contact your supervisor, Advisor or the County Director.
- Part time employees need to have a set schedule that has been approved by the County Director.
- Lunch hours are generally taken sometime between 11-2 pm. Exceptions must be approved in advance and noted on the monthly calendar.
- Unless your schedule has been OK'd by the County Director or your Advisor on your time sheet, it is not permissible to flex your hours. You can't come in late and take a shorter lunch, etc., without approval. In most cases an email to the County Director or supervisor is sufficient should this need arise.
- The In & Out Board, located in the front office, communicates to supervisors and clerical staff your location on a work day. It is especially important for clerical staff for transferring in-coming calls to know if you are in the office or when you might be expected. Always check in when arriving. When checking out during office hours, note where you are going and expected return time.
- Office Conferences are mandatory meetings, usually scheduled for the first Monday of the month. All staff are expected to plan their schedules so attendance is possible for these important meetings. Annual or sick leave are acceptable excuses. Occasionally, dates will be changed and some staff may not be able to re-arrange schedules, in that case they should notify the County Director in advance. Dates are posted well in advance and staff should take responsibility for putting these on their calendars.
- Office Trainings: These are also considered mandatory (except for vacation or sick leave). If there are other reasons for not attending staff should notify the County Director *in advance*.
- Other trainings and conferences: When staff are registered for conferences they are expected to fully participate in all training elements of the conference. This includes arriving on time and staying until the end and attending all sessions. It also means sharing the information with colleagues when you return. Please remember there are considerable costs associated with trainings (staff time, work not completed because of the training, mileage, and fees); therefore we want to maximize all the benefits.

Leave Requests:

- Complete the UC Employee Request for Leave form found in the front office and submit in supervisor, Advisor or County Director's box when requesting Vacation Time, Comp Time and Sick Time.
- If you then make changes to requested and approved sick leave, vacation, or comp time, fill out another leave request indicating changes.
- If while at work you need to make an immediate change in leave (i.e. sick at work), an email needs to be sent to your supervisor, Advisor or County Director and copied to Office Manager or UC Admin. (don't leave work without notification).
- If calling in sick, contact the office by phone or email within 20 minutes of your expected time of arrival.

Comp Time– Community Education Specialists I and II's do not have authority to change their schedules for work or use of comp time without prior approval.

- All planned comp time, both accumulated and taken, that is noted on the monthly calendars are approved or denied when the calendars are turned in.
 - Once 40 working hours are achieved, comp time is accrued at time and a half. However, schedules should be adjusted with advance approval in order to keep to a 40-hour work week when possible. Any accrued comp time should be taken within a reasonable time period.
- ANY comp time not recorded on the monthly calendar that is accrued, or not accrued, or planned to be taken or not taken must be approved by the County Director or your supervisor.
 - **Example:** You worked 40 hours Monday through Friday, and then worked a two hour event on Saturday. You will accrue 3 hours of comp time (2 hours beyond 40-hour work week times 1.5 = 3 hours comp time). You would like to take 3 hours of comp time the following week. You would send the Advisor or County Director (or your supervisor) an email to document that you worked the time over, and complete a Leave Request Form indicating the date and time you would like to use the 3 hours of comp time. It is not acceptable to just check out on the board when you want to use the comp time; it must be documented that you have requested the time off.
 - **Example:** A two-hour evening meeting was planned for Thursday, but was then cancelled. An email would be sent to the Advisor or County Director indicating that the meeting was cancelled so you will not be needing to adjust your hours for the week to leave 2 hours early on Friday in order to maintain a 40-hour work week.

○ **Time Sheets:**

All time sheets are prepared and submitted online, printed copies are submitted to the UC Administrative Assistant for review and record keeping.

Advisors and Community Education Specialists III are paid monthly. All other UC Employees are paid Bi-weekly.

All employees are given a time sheet schedule with due dates and listed holidays. **It is extremely important to meet submission due dates.**

Bi-Weekly Time Reporting

- Time sheets should be submitted online no later than Friday afternoon. You may submit earlier in the week, if you are going on vacation or will be out of the office.
- A printed copy of the bi-weekly time sheet is turned in to the UC Administrative Assistant on the Wednesday before the time sheet is submitted online.
- The UC Administrative Assistant will review the time sheets and submit to appropriate supervisor to review. *(This is an internal procedure.)* This allows for any adjustments before the final online approval by the supervisor.
- The supervisors have until the following Monday to approve your online time sheet. If you don't submit online, this can cause delays in receiving your pay check.
- Questions or issues can be directed to the UC Administrative Assistant.