May 20, 2010

Memorandum

To: All Non-Teaching Instructional and Classified Service Staff

From: Ella Kiselyuk Director of Human Resources

Subject: Work Day

This memorandum is to update the written notice of The Graduate School and University Center's policy on work days.

You are expected to be in your office or work area and ready to work at the beginning of the work day which for most employees is at 9:00 a.m. Lateness disrupts college operations and lowers productivity, especially now when college resources are so important. If you are going to be late please notify the Office of Human Resources of your expected arrival time. When you are late you must charge the lateness to annual leave. Chronic lateness may subject you to poor evaluations, penalties and possible disciplinary action.

You are expected to work the full day as scheduled unless your supervisor has approved your leaving early. Should you receive such approval, you must charge your absence to the appropriate accruals.

You may take a 15 minute coffee break each day. Your break should be taken at the time scheduled or agreed upon by your supervisor. Breaks may not be used to extend lunch hours, make up for lateness, or to leave early at the end of the day. Breaks should be scheduled between 10:00 a.m. and 11:00 a.m. for employees working from 9:00 – 5:00. Should your work schedule differ, coordinate your break with your supervisor.

Questions about the work day policy should be directed to me at extension 7700.

c: Executive Officers
Department Heads