

University of Louisville  
School of Music

**STAFF POLICIES**

The following policies have been developed as unit-specific interpretations of the University of Louisville Human Resources Policies and Procedures.

**Class Attendance During Working Hours**

(September 2002)

The School of Music supports the University's Tuition Remission Program for employees and encourages them to take advantage of this benefit. Implementation of this policy by School of Music employees rests on certain understandings. One's responsibilities as a UofL employee come first, particularly the School's basic operations and services to students and the public. Effective Fall 2002, staff members in the School of Music will have two options for taking classes.

OPTION 1: Registration for one class required as part of a planned program for a degree may be taken during the normal business hours of 8:00am to 5:00pm during two of the three academic terms (fall, spring, summer). Time missed during the workday while attending such a class must be made up in the same pay period based on arrangements made in consultation with the office manager.

OPTION 2: Registration for one elective class in a planned degree program or a personal enrichment class may be taken during two of the three academic terms (fall, spring, summer) in lieu of one's lunch hour between the hours of 11:00am and 2:00pm. Requests to enroll in such a class during regular work hours may be made through a negotiated arrangement with the office manager, provided that such arrangements are made prior to registration with appropriate alternate work times agreed to and approved by the office manager and the dean.

An alternative for making up some or all of the missed hours under either option is to provide an equivalent number of service hours in the form of uncompensated evening and/or weekend ticket sales or similar service to the School of Music, provided that such arrangements are made prior to registration and agreed to and approved by the office manager and the dean.

For either option, a "Temporary Flexible Schedule Request" form must be submitted and approved by the office manager and dean prior to registration for any course. Approval is based upon factors such as whether class attendance would interfere with or adversely affect normal operations or create extra work for other employees. The office manager and dean shall make every effort to accommodate staff course registrations for requests falling into the first option, but shall not be obligated to approve alternative work arrangements for course registration in the case of the second option.

## Overtime and Compensatory Time

(November 2002)

It is a goal of the School of Music administration to allocate and schedule work appropriately so that Classified staff can accomplish their job responsibilities in a standard work week. It is normally expected that work be done within each employee's normal working hours. At times, however, operational needs of the School may require that employees work beyond the hours of a standard work week. In such cases non-exempt (hourly) employees will be compensated for overtime and extra hours worked in accordance with this policy and procedure.

Overtime work is discouraged and will be the exception rather than the rule. It is not to be considered an entitlement and is not to be worked at the employee's personal discretion. Employees may not work overtime unless specifically authorized to do so by their supervisor. Overtime work will be allocated as evenly as possible among those employees qualified to perform the work.

All non-exempt staff members are subject to the overtime pay provisions of the Fair Labor Standards Act and must be compensated for all hours worked, either paid or granted compensatory time. Overtime will be used only after other alternatives have been explored, such as rescheduling of priorities, balancing workload peaks, offsetting excess hours with reduced hours later in the work week, and revising the work week so that evening or weekend work can be performed at straight time. All overtime must be approved by the supervisor prior to being worked by the staff member.

Due to budgetary constraints in the School of Music, compensation for straight overtime shall be made granting an equal amount of straight time off at some mutually agreed-upon future date, commonly referred to as "compensatory time" or "comp time." Compensatory time will accrue on an hour-for-hour basis for hours worked in excess of the 37.5 hour work week (or part-time equivalency thereof), up to and including 40 hours. To comply with federal regulations, compensation for hours worked beyond 40 hours per week (premium overtime) must be made by providing compensation at time-and-a-half of the regular rate no later than the end of the next pay period. In the School of Music, the maximum number of approved premium overtime hours allowable will be five hours per week.

Exempt (salaried) staff employees are not eligible to receive overtime payment or compensatory time off. There are instances, however, when flexible work hours may be permitted to accommodate, for example, an exempt staff member who worked an excessive number of hours in a prior work week or who routinely works more than the normal schedule.

A staff member must request compensatory time off in advance of using it. Compensatory time must be taken within six months of the date it is earned. No more than 40 hours of earned compensatory time may be accumulated in any three-month period. All accrued compensatory time must be exhausted before charging time off to annual leave. However, this would not apply when an employee is approaching the maximum annual leave accrual. In this case, the employee would be allowed to use annual leave first to avoid being penalized by losing it. Annual and sick leave are accrued during the use of compensatory time.

For pay computation purposes the University's standard workweek is 12:01 a.m. Friday through 12:00 midnight Thursday.

Upon separation (resignation, transfer, retirement, termination, etc.) an employee will be paid the unused balance of compensatory time at the current rate of pay on or before the next regular payday following the separation date.

### **Definitions**

Overtime: Any hours worked in excess of the regular work schedule. For example, an employee with a regular 30-hour schedule who works 34 hours is working four hours overtime; an employee with a regular 37.5-hour schedule who works 42 hours is working 2.5 hours of straight overtime and two hours of premium overtime.

Straight overtime: Extra hours worked up to and including 40 hours in a workweek. When compensated as pay, straight overtime is assigned the regular pay rate.

Premium overtime: Extra hours *actually worked* in excess of 40 hours in a workweek. Premium overtime must be compensated as time and one-half pay. An employee must actually work in excess of 40 hours in a week (i.e., not including paid leave) before the compensation rate of time and one-half is applied.

Compensatory time: An amount of time off the job, at a straight-time rate, which is owed to an employee for working more than the normal workday or workweek up to 40 hours in a workweek. Earned compensatory time may be taken with prior supervisory approval at any time mutually convenient to the employee and the supervisor.

### **Partial Day Absence, Professional/Administrative Staff** (February 2003)

Human Resources expects each unit to establish their own policy with regard to how salaried (exempt) staff are to report partial-day absences consistent with the Fair Labor Standards Act. Exempt staff members are paid on a salaried basis, which translates as compensation for performing the total job rather than the number of hours worked. Because pay is for the total job, monthly paid staff employees do not earn overtime pay or compensatory time off for work performed beyond regular schedules. In turn, they are not required to deduct accrued leave time for absences on an hour-for-hour basis as are Classified staff. They do not need to report vacation or sick leave until they are away from work for at least four hours. In the School of Music when a P&A staff member misses a full day of work, 7.50 hours SCK or VAC must be reported. Otherwise approved partial day absences of less than 4 hours need not be charged to a leave balance.

absence of 1 – 4 hours: no need to report SCK or VAC used

absence of 4 hours or more: report amount of SCK or VAC used (4.0, 6.5, 7.5, etc.)

### **Implementation of Severe Weather Guidelines** (December 2002)

#### Early Office Closing

Technically staff positions in the School of Music do not fulfill essential university functions such as public safety, physical plant, and patient care. However, in instances of early office closure, due to the

nature of their jobs, certain staff members are expected to remain on duty longer to cover essential school operations, primarily to take measures to alert the public about any class and/or concert cancellations due to severe weather. These positions are the Receptionist, Facilities Coordinator, and Assistant to the Dean. Activities prior to closing the office include informing faculty in the Preparatory Department, Dance Academy and School of Music, updating the Concert Line with pertinent information, responding to telephone inquiries, and securing the facility. Faculty members sponsoring visiting artists will be responsible for necessary communications regarding delays or cancellations. Every effort should be made to avoid circumstances where students and patrons have made special efforts to attend classes or concerts only to find that the instructor is absent or the concert cancelled. Under "Operation Snow," employees will be dismissed early on a staggered basis.

### Delayed Reporting to Work

Faculty, staff, and students face a wide variety of circumstances and conditions which affect their ability to meet their obligation to report and perform their duties during periods of severe winter weather without taking unnecessary risks regarding their personal safety. Each employee must determine if the weather is such that they cannot get to work safely. If you determine that due to weather or traffic conditions, you will arrive late or cannot report to work at all, you are expected to leave a message for the office manager at 852-3065 as early as possible.

### Time Reporting

- Classified employees dismissed early shall be granted administrative leave (HAZ) for those hours.
- Following University policy (PER-1.10, Severe Weather Guidelines), supervisors will make one of the following arrangements to cover Classified employees' absences following consultation with the respective employee:
  1. take personal leave; or
  2. take compensatory time; or
  3. take vacation leave; or
  4. make up lost time during the same pay period; or
  5. take leave without pay; or
  6. combine two or more of the preceding.
- Employees who choose to stay after the designated early dismissal time are not entitled to extra pay.
- Employees who arrive at their regularly scheduled time are not entitled to extra pay.
- Neither vacation time or sick time will be adjusted to administrative leave, personal leave or compensatory time if an individual is on vacation or off due to illness the day an early closure or shut-down is declared.
- When the University remains open for operation during severe weather, employees who need to depart for home for reasons of personal safety or convenience, may, with supervisor approval, leave work early, charging the time as outlined above.
- No time missed due to weather may be charged to sick leave.

Name \_\_\_\_\_

Schedule adjustment requested from \_\_\_\_\_ to \_\_\_\_\_

Semester:            Fall 200\_\_\_\_      Spring 200\_\_\_\_      Summer 200\_\_\_\_

Official Title of Desired Course \_\_\_\_\_

Official Schedule of Desired Course \_\_\_\_\_

(for example, M W F 2:00-3:00pm; T Th 10:00-11:30am)

This request is for a:

\_\_\_\_\_ REQUIRED COURSE for planned degree program in \_\_\_\_\_

\_\_\_\_\_ ELECTIVE COURSE for planned degree program in \_\_\_\_\_

\_\_\_\_\_ PERSONAL ENRICHMENT COURSE

PROPOSED WORK SCHEDULE FOR ABOVE DATES

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

Requested by:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Asst. to Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date