

Title: OUE Work Schedules & Time Reporting Guidelines (email from Jan 2019)

It is important that we periodically take time to revisit and refresh our internal procedures within all OUE units and staff members to ensure that we are operating consistently and within the framework of GT policies and procedures regarding work schedules and time reporting. In that context, please review the following while knowing that we all understand that schedules and time are occasionally subject to the needs of our programs as well as the vagaries of life:

1. Each full-time staff member should have a consistent 40-hour work schedule. For most of us, this is typically M-F, 8-5 or 9-6. For variations on a regular basis there should be a signed "Flex Work" form approved by your supervisor and next level supervisor. Approval of any "Flex Work" schedule is at the discretion of the supervisor (with approval from OUE) and may be modified or cancelled at any time. (Note, this includes arrangements for Telecommuting). Within all units in OUE, we ask that flex work/telecommuting arrangements be submitted to OUE at the beginning of each semester for review and approval.
2. Serving students, faculty, and staff who interact with our offices is one of our most important priorities. It is important that we have our offices open and professional staff in place from 8-5 M-F (Georgia Tech's standard business hours) whenever campus is open. Work schedules- including requests for flextime or telecommuting- should be determined with business needs, especially student services, as the priority. There may be cases where these requests cannot be accommodated if they are not in alignment with these priorities.
3. All units should have appropriate internal protocols and procedures regarding documentation and communication about work schedules between the staff member and supervisor as well as among all staff. (For those in shared suites, I also recommend a coordinated process with front desk reception areas so the front desk staff member has awareness of basic who's in/out type information). All staff should maintain accurate online calendars that reflect their schedule and allows their supervisor, co-workers, and others to generally know where they are during the business day, and should include indicating exceptions to normal schedules to reflect leaving early/coming early, vacation days, other planned time off, etc.
4. Supervisors and unit heads should also have clearly documented internal processes in place to ensure timely review of requests for leave time or other schedule changes/requests. Where relevant, these should use the required Institute process of TimeOut or TechTime (depending on the exempt status). While we encourage flexibility, please use good judgement in granting these requests to ensure our business/student priorities are not adversely impacted. As a reminder, at the end of the month, each exempt staff member using TimeOut should verify his/her monthly compensated leave on TimeOut no later than the 5th day of the month and supervisors should review and certify no later than the 9th of the month.
5. GT remains in compliance with the Fair Labor Standards Act. Overtime or comp time for non-exempt employees should be discussed approved by the supervisor in advance. Exempt/salaried employees are not eligible for overtime. Please review FLSA guidelines which are linked here: <http://oueopsguide.gatech.edu/hr-documentation-information> (section nine).