Accounting for Work Time

Section: V: Human Resources
Chapter: 13
Date Updated: September 4, 2018

It is the policy of the University to account for work time for classified staff. All full-time classified staff are expected to provide a minimum of forty (40) hours of labor per week to perform their assigned duties consistent with normal University business operating hours or an alternative work schedule assigned by a supervising official. Part-time employees are expected to provide a minimum number of hours proportionate to the percent time of their employment. For additional information please refer to the University Pay Plan, Overtime/Compensatory Time Guidelines.

13.1 Overtime

The schedule of University work activities shall be so organized that classified, non-exempt employees are not required to work in excess of forty (40) hours within an established work week except when required by operating necessities. Any such requirement for overtime services must be justified in writing and have the advance approval of the classified, non-exempt employee’s department head. For additional information please refer to the University Pay Plan Overtime/Compensatory Time Guidelines.

13.2 Compensation for Emergency Leave

13.2.1 Scope

This policy applies to all classified, benefit-eligible employees.

13.2.2 Policy

Although the University will make every effort to remain open on scheduled workdays, there may be instances where conditions make it impossible to do so. These conditions include, but are not limited to severe weather, declared state of emergency, utility disruptions, natural disasters, and terrorist actions. In such cases, the President or designee may declare emergency leave. For the purpose of this policy, declaration of emergency leave will include the start date and start time for the emergency leave. The end date and end time for the emergency leave will also be designated.
13.2.3 Emergency Leave Pay and State Compensatory Time

Eligible employees, as described under part 13.2.1, who are scheduled to work (not scheduled for vacation, sick leave, or any type of paid or unpaid leave of absence) and are prevented from completing their normally scheduled workday due to declaration of emergency leave, will be compensated as follows:

Non-Essential Positions – Employees in non-essential emergency positions will be allowed to leave and will be compensated for the hours missed during the declared emergency through the end of their normally scheduled work day, as Emergency Leave Pay.

Essential Positions - Employees in essential positions are required to remain at work or report to work as needed and determined by the declared emergency leave. Employees in essential positions who work during a declared emergency leave will be paid for their actual time worked and also earn the appropriate State Compensatory Time as applicable for the hours declared as Emergency Leave.

Procedures and eligibility requirements for overtime and compensatory time can be found in the University's Pay Plan Overtime/Compensatory Time Guidelines.

Employees who are not scheduled to work when an emergency leave is declared are not eligible for Emergency Leave Pay.

Employees who do not report to work or who leave prior to an emergency leave being declared are not eligible for Emergency Leave Pay. In such cases, vacation or leave without pay shall be used for full scheduled hours missed.

If an employee on emergency leave is not performing assigned work during that leave, the employee may not receive overtime payments or accrue compensatory time off during that portion of the leave.

13.3 Agency Investigation Leave

The President or designee may grant leave to a victim, witness, or subject during an investigation being conducted by the University. An employee who is the subject of an investigation being conducted by the University is ineligible to receive leave for that reason under any other provision of Texas Government Code-Chapter 661, Subchapter Z.

13.4 Veterans Health Leave

Each fiscal year, a veteran may be granted 120 hours (prorated by FTE) of leave without a deduction in salary or loss of vacation, sick, overtime, or state compensatory leave to obtain medical or mental health care administered by the Veterans Health Administration of the United States Department of Veterans Affairs, including physical rehabilitation.
Eligibility

All regular full-time and part-time (at least .5FTE/20 hours per week) benefits eligible employees who served in the United States Army, Navy, Air Force, Coast Guard, Marine Corps, or Texas National Guard and who are eligible for health benefits under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs are eligible for Veterans Health Leave.

Utilization

STEP 1: The employee submits a Request for Leave form

- No documentation from a provider is required for this leave if the leave is for less than 3 days.

- If the leave is for 3 or more days, the employee and/or department must notify the Office of Human Resources Benefits Department to ensure compliance with federal leave statutes. Supporting documentation will be required.

- If the leave is for a chronic or reoccurring condition, Intermittent Family Medical Leave may apply.

STEP 2: Upon return, the employee works with the Office of Human Resources to ensure coding information is accurate.

Hours not used by the end of the fiscal year will expire. 120 hours (prorated by FTE) will replenish at the beginning of the fiscal year.

Resources

Texas Government Code, Section 661.924