



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 1.3: Personnel Policies Regarding Work Times and Leave

Date: February 2014

Purpose: Defines the Museum's policies regarding hours of work, work delays or closures, the use of leave for illness, vacation, or other purposes, and the reporting and review of work time.

Review: This policy will be reviewed in odd-numbered years by the Museum's Human Resources Manager and the Executive Director with recommended revisions forwarded to the Director's Advisory Council.

POLICY

Hours of Work

Nothing in this policy shall contradict Texas Tech University Operating Policy 70.06 (Employee Working Hours) that provides the University's general guidelines, including the definition of a normal workweek and how it is determined.

The normal work hours for full-time, non-exempt Museum employees is 8:00am to 5:00pm daily, with a one hour meal break, from Monday through Friday, with the exception of established University holidays. Exceptions to this may apply to specified staff members of the Security or Education divisions or the Lubbock Lake Landmark, as determined by the supervisor in consultation with the Executive Director. The Executive Director must approve in writing in advance any other variation from this normal schedule (e.g., an alternative schedule) other than an emergency closure.

This normal schedule includes a meal break period of one hour; the specific timing of the break is generally at the discretion of the supervisor and does not strictly have to be from 12:00pm to 1:00pm. A shorter meal break may be taken in order to leave early or arrive later that day when the employee requests and has approval from their supervisor in advance.

At the discretion of the supervisor, employees are permitted to take two rest periods of up to twenty (20) minutes per day. The breaks may not be taken within one hour of starting or ending the work day, within one hour of taking a meal break, or concurrently. Per University policy, times not used for rest periods cannot be used to reduce work schedules or accumulated to be taken later.

Employees who work on a part-time schedule will have their schedule determined by their supervisor, and it will include meal or work breaks as appropriate and consistent with the spirit of this policy.

The Museum provides a Break Room (Room 034) that employees (and students) may utilize during their lunch or rest periods.

Weather Delays and Other Unexpected Closures

The most common issue to affect the University's and the Museum's schedule is weather. In the event of a weather delay—typically a delayed opening due to winter conditions, less frequently an early closure—the guidelines below will be followed. Employees should monitor local media or the TechAlert system for announcements regarding University closures or delayed openings.

- If the University closes for the day, the Museum and all its units also will be closed.
- If the University delays the start of the day, the Museum and all its units will adjust their schedules accordingly. The only exception will be those Security staff designated to open, who will report to work thirty minutes prior to the University-announced report time for employees. Visitor hours will begin at normal time or at the delayed employee-reporting time, whichever is later.
- If the University closes early for the day (an expedited closing), the Museum will close to staff and the public at the announced time. Museum Administration will notify Security, Lubbock Lake Landmark, and the Natural Science Research Laboratory of the closing time. All employees will be expected to leave at that time, with the exception of Security staff previously scheduled to close that day, who will start normal closing procedures at the designated closing time, such that they will have completed their work and leave the Museum thirty (30) minutes after the designated closing time.
- The University implements weather-related closures or delays for the safety of employees and students. The Museum strongly encourages employees to observe the announced times and reminds them that anyone who enters (or remains in) the facility at times when the University and the Museum is closed may set off alarms.
- Closures and delayed start times will affect regularly scheduled activities and academic classes. The University will announce guidelines for delayed or cancelled classes.
- For any other circumstances that may require the closure of the Museum or the Lubbock Lake Landmark, or in very unusual circumstances where these guidelines need to be overridden, the Executive Director must authorize the closure that will be communicated to staff by the Operations Office of each location.

Administrative Office Hours

In conformity with Texas Tech University Operating Policy 70.06 (Employee Working Hours), the main administrative office for the Museum of Texas Tech University (Room 211) will be open 8:00am to 12:00 noon and 1:00pm to 5:00pm, Monday through Friday, with the exception of established University holidays. The office may close temporarily during a workday when approved by the Executive Director, at which times a sign will be posted on the office door indicating when the office will reopen.

Sick/Medical Leave

Employees taking sick leave must notify the Museum (either for their own illness or because they need to care for and assist an immediate family member who is ill) and do so within fifteen (15) minutes of their scheduled reporting time for that day. The employee should notify both their supervisor and the Museum's Human Resources Manager. If either is not available, an e-mail or a message left on their phone is permissible in lieu of speaking directly with them. It is also permissible for a family member to call on the employee's behalf if the employee is too ill to speak with their supervisor. If an employee becomes ill during their normal workday, they should immediately notify their supervisor and the Museum's Human Resources Manager.

If an employee is sick three or more consecutive workdays, the employee must provide to their supervisor and the Museum's Human Resources Manager a statement from a health care provider that shows the cause or nature of the condition; if continued absence is expected, the statement should set forth the expected duration of the absence.

If an employee's health care provider issues instructions for light duty or other medical restrictions, the employee must present a copy of the instructions upon their return to work to the Museum's Human Resources Manager and the employee's supervisor. Any such restrictions will remain in effect until the employee's health care provider provides a full return-to-work statement. Employees affected by work-related injury or illnesses are encouraged to return to work as soon as possible in accordance with the recommendations and guidelines described in University Operating Policy 70.39 (Early Return-to-Work, Alternate, and Light Duty Assignments).

When known in advance, medical leave should be requested in writing by the same process as a vacation leave request. Per University policy, an employee should make a reasonable effort to schedule health care provider appointments to minimize disruptions and should notify his/her supervisor as soon as possible after the appointment is made.

Vacation Leave

Normal vacation leave or planned absences should be scheduled as far in advance as possible to allow for planning. Leave requests should be submitted in writing no less than two weeks prior to the first day off and will have to be approved by the supervisor. Sometimes, circumstances dictate requests with shorter notice; each request is considered on a case-by-case basis. Leave approvals should be submitted in writing to the Museum's Human Resources Manager.

Leave for Employees Taking a University Course

The guidelines found in University Operating Policy 70.41 (Employee Training and Development) will be followed by Museum employees with these additional provisions. Per policy, employees may take up to three hours of work per week to attend a course, subject to the approval of the supervisor and that any work time missed will be made up or charged to vacation leave. In addition, Museum

employees must notify the Museum's Human Resources Manager at the beginning of each semester that they are taking a class, when they will be gone, and how they are accounting for that time. These provisions do not apply to employees taking a class during off-duty time or to part-time staff, who by policy are not permitted to take time off from scheduled work to attend a class.

Jury and Other Types of Miscellaneous Leave

The guidelines found in University Operating Policy 70.01 (Miscellaneous Leaves of Absence) will be followed by Museum employees, with the additional provision that any notices (including documenting paperwork) be provided to the Museum's Human Resources Manager as well as to the direct supervisor. Any employee should notify his or her supervisor upon receiving a jury summons so that appropriate planning may take place.

Timesheets

Each employee is responsible for the timely and accurate reporting of their work and/or leave time by the established deadlines. Per University requirements, this reporting is done through an online reporting system. Administration Office staff reviews time sheets for final approval and may contact the employee or supervisor if a problem occurs. Any difficulties in receiving pay or inconsistencies should be addressed directly to the Museum's Manager of Administration and Finance during weekday business hours as their other duties permit.

Other References

Other University operating policies pertinent to this topic not referenced above include:

- University Operating Policy 70.04 (Military Emergency Leave)
- University Operating Policy 70.17 (Overtime)
- University Operating Policy 70.27 (Employment of Student Employees)
- University Operating Policy 70.32 (Family & Medical Leave & Parental Leave)
- University Operating Policy 70.42 (Holidays)
- University Operating Policy 70.43 (Leave Without Pay)
- University Operating Policy 70.44 (Sick Leave and Sick Leave Pool)
- University Operating Policy 70.46 (Break Time for Nursing Mothers)