

AU/UGA MEDICAL PARTNERSHIP TIME MANAGEMENT GUIDELINES FOR STAFF

MEDICAL PARTNERSHIP BUSINESS HOURS

- The Medical Partnership's regular business hours are Monday through Friday, 8:00AM to 5:00PM, to serve the Medical Partnership's customers – its students, faculty and staff members, community partners, and prospective students. The Campus Dean sets the overall expectations and guidelines for business hours so that the campus may accomplish its mission in educating future physicians.

STANDARD WORK WEEK

- Full-time Medical Partnership staff (exempt or non-exempt) are expected to work 40 hours per week with the majority occurring during the Medical Partnership's regular business hours.
- All full-time, non-exempt staff are expected to work 40 hours per established workweek (Sunday through Saturday for both AU and UGA). This is generally achieved by working the Medical Partnership's regular business hours with an hour lunch break.
 - Non-exempt employees who are required to work six or more hours per day must take an unpaid meal break of at least 30 minutes. Employees may not forego meal periods to accumulate extra time off in the future or to shorten the workday (unless approved in advance by their supervisor – see Flextime guidelines outlined below).
 - If adjustments to working the Medical Partnership's regular business hours are needed, it must be discussed with and approved by the supervisor. The Overtime/Comp Time and Flextime guidelines (outlined below) must be followed.
 - Overtime/comp time will be awarded for any time worked that exceeds 40 hours in a workweek. Working overtime must be preapproved and the Overtime/Comp Time guidelines (outlined below) must be followed.
 - The appropriate annual leave, sick leave, or accrued comp time should be used when the hours worked in a workweek are less than 40 hours.
 - If a staff member is unable to attend work, whether planned or unplanned, the supervisor and Office of Finance & Operations Time Management Representative should be notified as soon as possible. A leave request form must be completed prior to the leave or on return to the office.
- All non-exempt staff are required to clock in/out in the time management system (OneUSGConnect).
 - While it is expected that each time stamp be done at one's desk, the Medical Partnership recognizes there are situations where the start or end of the day will be away from the desk. If such a situation arises, the staff member's supervisor and the Office of Finance & Operations Time Management Representative should be notified. The staff member can then clock in/out remotely.
 - Staff members are responsible for the correctness of their timecards prior to approval.
 - Supervisors should verify and approve the staff member's timecard each Friday, though they are encouraged to review throughout the pay period to ensure the staff member is not exceeding 40 hours per established workweek (unless approved to work overtime and earn comp time).

OVERTIME/COMPENSATORY (COMP) TIME

- When non-exempt staff are required to work outside of their standard working hours, every effort should be made by their supervisor to adjust the staff member's schedule so they do not work more than 40 hours in an established workweek.
 - If the supervisor is able to adjust the staff member's work schedule, no further action is required.
 - It is up to the supervisor to approve the change in work schedule. All requests must be made in writing/email.

- In the event that additional hours cannot be avoided, a “Request to Work Overtime” form should be completed, signed by the supervisor, and submitted to the Senior Director for Finance & Administration for review and approval before the proposed overtime is incurred.
 - The request must include a valid business reason for the required overtime.
 - If overtime is required, comp time will accrue at the rate of one and one-half hours for every hour worked over 40 in that workweek.
 - The time management system will calculate the overtime and convert to comp time to use at a later date.
- In the event of a crisis/emergency where a non-exempt staff member is required to work beyond their normal hours where preapproval has not been obtained, this still must first be approved by their supervisor. Every effort should be made by the supervisor to then adjust the staff member’s subsequent work schedule during that workweek so that the employee’s time does not exceed 40 hours.
 - If the supervisor is able to adjust the staff member’s work schedule, no further action is required.
 - Should overtime be required, the “Request to Work Overtime” form should be completed and submitted as indicated above with the actual number of hours worked indicated.
 - The “Request to Work Overtime” form should also be completed if a non-exempt staff member exceeds 40.5 hours per established workweek without a crisis/emergency situation.
- Once comp time has been accrued, the staff member’s supervisor must approve the use of that time just as they would for the use of annual or sick leave time.
- The maximum amount of comp time that may be accrued per year is 240 hours.
- All comp time balances on record as of May 31 will be paid out no later than the final bi-weekly pay period in June each fiscal year.
- Should the payment of overtime wages be required, they will be paid at a rate of 1.5 times the staff member’s hourly rate for the amount of overtime worked.

FLEXTIME

- A flexible schedule is a temporary or permanent schedule in which the working hours differ from standard working hours (8:00AM to 5:00PM).
 - Examples of flexible schedules include but are not limited to:
 - Working hours are Monday through Friday, 9:00AM to 6:00PM
 - Working hours differ on certain days during a semester when employee is taking a course/class
 - Working hours are set for several months to accommodate a regular physical therapy session
 - For questions about specific situations, please contact the Medical Partnership’s Office of Finance & Operations Human Resources Representative.
- Flexible schedules are an office/management option not an employee entitlement. A flexible schedule does not alter salary, the amount of time an employee is expected to work, job responsibilities, or benefits.
 - The flexible schedules must not compromise the ability of the department to meet its objectives.
 - If the work situation is impacted by too many employees requesting a flexible schedule, the supervisor will consider job responsibilities, job performance, and employee equity.
 - Rotating flexible schedules among employees is an option.
- Work schedule adjustments are sometimes required to meet the Medical Partnership’s business needs and should be utilized prior to allowing overtime. Any adjustments must be discussed with and approved by the supervisor.
- Temporary (occasional, limited-time) schedule adjustments are permitted with supervisor approval. Once approved, the Office of Finance & Operations Time Management Representative should also be notified.
- Permanent schedule adjustments require a signed agreement provided by the employing institution. This should be coordinated with the Office of Finance & Operations Human Resources Representative. Once

approved by a supervisor, permanent schedule adjustments are subject to final approval by the Campus Dean.

TELEWORKING (also known as Telecommuting)

- Teleworking or establishment of an alternate work site is permitted at the discretion of the supervisor on rare occasion, with the following considerations:
 - The teleworking or alternate work site arrangement must not compromise the ability of the Office to meet its objectives.
 - If the work situation is impacted by too many employees requesting teleworking privileges, the supervisor will consider job responsibilities, job performance, and employee equity.
- Teleworking is a department/management option not an employee entitlement, and does not alter salary, amount of time an employee is expected to work, job responsibilities, or benefits.
- The normal work site for all full-time Medical Partnership employees is the Medical Partnership campus, but teleworking is allowed on rare occasion depending on the employee's job responsibilities.
 - If a temporary teleworking arrangement is approved by a supervisor, the Office of Finance & Operations Time Management Representative should also be notified.
- Permanent teleworking arrangements require a signed agreement provided by the employing institution and will be determined on a case-by-case basis. This should be coordinated with the Office of Finance & Operations Human Resources Representative. Once approved by a supervisor, permanent teleworking arrangements are subject to final approval by the Campus Dean and by the AU or UGA Office of Human Resources.

The AU/UGA Medical Partnership Time Management Guidelines are based on Augusta University and University of Georgia policies. For full policy details, please review the following links or contact the Medical Partnership's Office of Finance & Operations Human Resources Representative.

Augusta University [Policies](#) or [Employee Manual](#) | University of Georgia [Policies](#)