

Office Hours Policy for Officers of the UPB

This policy will outline and guide the acceptable procedures for the officers for the Union Policy Board officers to serve their office hours. This will lead to a greater level of accountability of the hours served. Also, this policy will provide the students of UW-Milwaukee a greater sense of worth towards the jobs that the officers are doing.

Procedures

The officers of the Union Policy Board shall follow the following procedures when accounting for the hours served for the UPB.

1. Each officer will sign in, on the sign in sheet, when arriving in the office to serve their office hours, or for duties related to the UPB that take place outside the office. These duties include but are not limited to; meetings, inspections and seminars.
2. Each officer will sign out, on the sign out sheet, when leaving the office or the duty taking place outside the office is completed.
3. The Budget Director shall post the hours into the "hours ledger" weekly.
4. An appointed member of the executive Committee of the UPB shall audit the work of the Budget Director monthly. The procedure shall include the review of the arithmetic, sign in/out sheets, and "hour's ledger". When the audit is complete the auditor shall initial the sign in/out sheets and the "hour's ledger".
5. The officers shall sign the Pay Verification Form to receive their pay check semi-monthly. The form shall be made available by the Budget Director no later than three days before the end of the pay period for the officers to sign.
6. The Budget Director of the UPB shall verify that the signature, on the Pay Verification Form of the respective officer is valid, and the hours served by the respective officer are sufficient to warrant the salary for that pay period.
7. The Chairperson of the UPB shall verify that the signature of the Budget Director of the UPB is valid, and the hours served by the Budget Director are sufficient to warrant the salary for that pay period.
8. The Budget Director of the UPB shall submit the pay verification form, along with the pay request form for the following pay period, to the Business Manager of the Union for processing.

9. The officers of the UPB shall receive their pay checks only after signing the pay verification form and the proper verification signature is obtained.

Policy for Hours

This section of the policy addresses the minimum and maximum amount of hours that the officer can serve in any given week. Also this section will address office hours needed during the interim periods of the year and the summer term.

Criteria for the Fall, Spring and Summer Semesters

1. The officers shall be allowed to "bank" office hours that are above/below the required amount of hours as stated in the officers respective job descriptions
2. The "banked" hours shall be limited to +35% and -35% of the required amount of hours per week, as stated in the officers respective job descriptions. Any hours that are less or greater than the limits shall be lost. The lost hours shall be deducted pro rata from the subsequent pay check.
 - a. Example: Officer X is required to serve 15 office hours per week. During the week of October 25th through the 29th, Officer X serves 8 office hours. The -35% limit on Officer X's required hours is 9.75. Consequently, Officer X will lose 1.75 hours worth of pay. This deduction will be reflected on the November 15th pay check.
 - b. Example: Officer Y is required to serve 15 office hours per week. During the week of October 25th through 29th, Officer Y serves 25 office hours. This +35% limit on Officer Y's required hours is 20.25. Consequently, Officer Y will lose 4.75 hours. 5.25 hours will be banked to offset any previous or subsequent shortages. Obviously, there will be no deduction for the hours lost that are in excess of the +35% limit.
 - i. The "banked" hours under the required amount by each officer must be made up by the second Friday of: September, December, March, and May. On these dates, the "banked" hours will return to zero (hereafter referred to as "purge" date. Any hours that the officer is short will be deducted pro rata from the subsequent pay check.
3. Exceptions to the above criteria shall be approved by the Budget Director, Secretary, and Chairperson of the UPB. The officer asking for the exception must submit a written request to each of these officers during the week of the exception. Receipt by one of these officers constitutes receipt by all. These officers then must rely, to the officer asking the exception, within two business days from the receipt of the request. Acceptable exceptions shall include but not be limited to; extended sickness, family emergency, personal emergency, and extensive duties during the cyclical times of the year.

- a. Example: The Activities Chairperson fall ill for three days during the week October 25th through the 29th. The Activities Chairperson must write a letter to the Budget Director, Secretary, and the Chairperson, by October 29th. Failure to do so will disallow the request. Once the Budget director, Secretary, and Chairperson, receive the request, the reply must be submitted in writing to the Activities Chairperson within two business days of receipt. If the reply is not submitted within two days, the request is automatically granted.

Criteria for the Interim Periods

This section will first outline the criteria fro the interim periods between the fall semester and the spring semester (Christmas Break0, and spring break. Second, this section will outline the interim period between the summer term and the fall semester. This, this section will outline the periods of final exams.

1. The Officers of UPB will be required to hold office hours during Christmas break and spring break, "on an as needed basis". If the officers are needed for hours during these periods the hours served will be positively "banked". "As needed", includes but is not limited to; emergency meetings, and scheduled meetings. Hours served during these periods must be approved by the Budget Director, Secretary, and Chairperson.
2. The Officers of UPB will be required to hold the full required amount of office hours during the interim period between the last summer term and the fall semester. These office hours are subject to the limits stated above for the fall and spring semester.
3. The Officers of UPB will be required to hold 65% of their office hours during the periods of final exams. Any hours that are below the 65% floor will be lost and deducted pro rata from the subsequent pay check. Any hours above the 65% floor will be positively "banked".

Criteria for Vacations take by Officers

1. Officers of the UPB will be limited to one week of vacation per fiscal year. The vacation must be taken all at once.
2. The vacation must be pre-approved by the Budget Director, Secretary, and Chairperson.
3. 65% of the required hours for the vacation period must be made up by the nearest "purge" date.
 - a. If the last day of the vacation falls within two weeks of the nearest "purge" date, the hours from the vacation to be made up, are to be made up by the following "purge" date.

Corollaries to Policies

1. If the Budget Director, Secretary or Chairperson requests an exemption or verification of time, for any reason, the Building Committee Chairperson will replace the person requesting the exemption or verification for the approval process.