The following are departmental guidelines for staff of the DEPT

* Please be on time for work. A typical work schedule is 8:00 a.m. to 5:00 p.m. with an hour lunch. Employees authorized to work a non-traditional schedule are to adhere to their established working hours and meal breaks.
	+ Alternative work schedules must have prior approval from supervisor.
* Overtime eligible staff are NOT allowed under any circumstance to work overtime unless PRIOR approval is obtained from your supervisor.
	+ Requests for overtime should be submitted to your supervisor via email and approved PRIOR to working over your established hours.
	+ If your supervisor is not available to approve your request, you should make the request to your second line supervisor.
	+ The calculation of compensatory time is based on the total number of hours worked in a work week. Leave with pay during the employee’s regular work schedule is not considered time worked for purposes of determining overtime elibibility (e.g. annual and sick leave). All paid holidays during the employee’s regular work schedule are considered time worked.
* For typical annual leave requests the following procedure applies:
	+ Annual leave is to be requested at least 2 days in advance for single days and at least one month in advance for leave lasting one week or more.
* If you are unable to report to work, you are to inform your supervisor at least 30 minutes in advance of your scheduled start time. You are to call or email your supervisor at their regular phone number or email address. If you call and your supervisor is not available you are to leave a voice message.
* Extended illnesses (over 3-days) or chronic intermittent absences may qualify for Family and Medical Leave (FML); employees are requested to adhere to this university policy and contact Human Resources at hrbp@uidaho.edu with any questions.
* DEPT staff are to display professional behavior at all times in the work place.
* You must attend and actively participate in all unit and area staff meetings.
* The dress code is business casual; denim jeans may only be worn on Fridays, unless prior approval has been given.
* The University computer, internet and email systems are to be used for work related activity in accordance with the University of Idaho Computer Use Policy.
* Guests may be in work areas and offices during regular work hours with visits of reasonable and limited length. In no case should guests be unattended in work areas.
* Animals/pets are not allowed on the premises, with the exception of service animals after review by Human Resources.
* DEPT staff are to adhere to all university policies and applicable handbooks, manuals.
* http://www.webpages.uidaho.edu/fsh/

I have read and understand these expectations.

Print Name

 Employee Signature Date

Cc: Department File