

ARTICLE 1: ESTABLISHMENT OF PROCEDURE FOR
DEVELOPMENT OF UNIVERSITY POLICIES
AND UNIVERSITY-WIDE POLICIES
Section 1: Protocol and Processes

Policy: 2.2 State Officials and Employees Ethics Act
Issued: September 18, 2008
Revised: January 15, 2010

Accordingly, no political activity prohibited by the State Officials and Employees Ethics Act shall be conducted on University-

resources by any University employee or member of the Board of Trustees of Chicago State University.

Nothing in this policy statement prohibits activities that are otherwise appropriate for a University employee or Trustee to engage in as a part of his or her official University duties or activities that are undertaken by a University employee or Trustee on a voluntary basis as permitted by laws.

2. Work Time Accounting

CSU policies and procedures provide for periodic reporting and accounting of the accrual and utilization of State benefits. New requirements of the State Officials and Employees Ethics Act relate to work time requirements and documentation of time actually worked. For each category of CSU employee, the following procedures shall apply:

Work Time Requirements and Reporting

A. Trustees

Members of the Board of Trustees meet at least quarterly for regular business meetings in addition to committee meetings. Trustees will be informed of meetings and coordinate their expected attendance with the Secretary to the Board of Trustees. Presence and participation of Trustees at Board of Trustees meetings will be recorded in the minutes of the meetings.

B. Employees

Chicago State University maintains operations on a 7-day, 24-hour per week basis. Individual work responsibilities naturally vary according to assignments and roles. Throughout this entire time frame, faculty and staff work schedules and task completion responsibilities are assigned to pursue and maintain the instruction, scholarship, public service and outreach commitments; organizational/administrative functions; and operations required to fulfill the mission and functions. By way of example, classroom, laboratory or field instruction, and associated preparation; evaluation and grading; one-on-one instructional interactions;

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advising and mentoring; research, meetings, office hours, travel, field work; continuing professional education and development to maintain current competencies in relevant fields of knowledge; participation in University organizational and disciplinary professional events; and representing the University throughout a variety of time periods that include evenings and weekends.

Unless otherwise required by unusual circumstances, or adjusted by holiday and summer work week schedules, normal university department office hours are 8:30 a.m. through 5:00 p.m. Monday through Friday with lunch periods designated by individual departments. Work hours pertaining to individual instructional/scholarship, service, and administrative responsibilities extend throughout the 7-day, 24-hour workweek as necessary to maintain operations and fulfill

Work schedules applicable to all full-time faculty and staff assume a minimum schedule of 37.5 hours of work per week. Expectations for part-time schedules are assigned proportionately. For purposes of compensation rates, the federal Fair Labor Standards Act (FLSA) exempts faculty, professional, and administrative staff from maintaining specific and limited work hours normally extending well beyond the minimum 37.5 hour standard) as necessary to fulfill their assigned responsibilities.

For purposes of this work time requirements and reporting policy statement, CSU employees are subdivided into three categories (Hourly/FLSA Non-Exempt, Salaried/FLSA-Exempt, and Faculty/Instructional):

1. Hourly/FLSA Non-Exempt Employees

The Hourly employee category includes all hourly-paid civil service, extra help, students, and non-status employees of Chicago State University. For these positions, the Documentation of Time Worked requirements of the State Officials and Employees Ethics Act shall be fulfilled through the maintenance of Hourly Time Sheet records. No Hourly employee shall engage or be required to engage in prohibited political activity or other non work related activities (as defined by applicable Board of Trustee Regulations and the State Officials and Employees Ethics Act) that would interfere with the normal execution of their duties and responsibilities, nor involve the use of University property or resources, for any University. Hourly employees must utilize available vacation/personal leave benefits, or declare time off without compensation, for any activity undertaken during their normal work schedule that would fall under the definition of Board of Trustees Regulations Section II, Subsection A, II-B.3 or for which vacation, sick leave, FMLA, or any other leave authorized pursuant to Board of Trustee regulations and University policies would

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lication for Vacation forms will be utilized for the recording of benefit usage or unpaid time taken for such purposes. Additionally, each employee shall (specific documentation) that will be utilized for the recording of time worked, i.e. sign in/sign-out). Such time must be reported on at least a quarter-hour basis and maintained in either paper or electronic format by the applicable fiscal office for a period of at least two (2) years.

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Usage Form. Such time must be reported on at least a quarter-hour basis and maintained in either paper or electronic format by the applicable fiscal office for a period of at least two (2) years.

It shall be the responsibility of all CSU employees to comply with the provisions of the State Officials and Employees Ethics Act and the work time accountability requirements specified in this policy statement and other applicable regulations/procedures. CSU will maintain compliance with these procedures and employees will be held fully accountable for any proven violation. ~~485047-3-BDCBT1 0 0 1 140.0610.7 Tm(f)-11 0 s Officials and~~