I. INTRODUCTION (Purpose and Intent)

The USF System recognizes the need and desire of employees to participate as elected officers and on committees of the Staff Senate. This policy is intended to encourage participation in USF System-wide standing councils and committees, search committees, grievance committees, and the like and to recognize the time involved in performing these activities as "time worked."

II. STATEMENT OF POLICY

Any Staff member with permanent status who is invited to become a candidate or who wishes to seek an appointed or elected office on a standing USF System committee may do so.

A. The staff member, in making a decision to serve on a council or committee shall take the following factors into consideration.

  1. Increased workload for the individual concerned resulting from office and committee activities.

  2. Time involved - frequency of meetings.
B. It shall be the responsibility of the staff member, if elected or appointed, to inform the immediate supervisor of the schedule of meetings in advance so that reasonable accommodations and shifts in work assignments can be made if necessary.

C. Time of service during regularly assigned working hours shall be considered time worked. However, it is with the specific understanding that staff members who are elected or who are holding an appointed position shall not be entitled to compensatory time and/or overtime payments resulting from time required to carry out the duties and responsibilities of the office to which appointed or elected. The only exceptions to the above are members of grievance and search committees; they shall be entitled to receive compensatory leave credits or overtime, when applicable.

D. In the event emergencies or peak workload periods occur at a time(s) meetings are scheduled, it is reasonable to assume that the staff member shall take this into consideration and place the responsibilities of the position ahead of those of the office held, i.e., absent self from meeting. The immediate supervisor has the continuing authority and responsibility to determine staffing requirements and can refuse to allow the staff member time to attend a scheduled meeting. However, supervisors are expected to provide the employee with a written response when a request to attend a scheduled meeting is denied.

III. All USF System procedures for service as elected or appointed officers and appointments to standing committees and councils (see Policy #0-003) shall apply.

*Current Responsible Office: Administrative Services/Human Resources

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.