



## HUMAN RESOURCES POLICY

<b>SUBJECT:</b>	Labor and Employee Relations	<b>TITLE:</b>	Vacating Premises		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President Human Resources		<b>Responsible Office:</b>	Human Resources	
<b>CODING:</b>	30-01-50-45:00	<b>ADOPTED:</b>	07/01/90	<b>AMENDED:</b>	11/04/2010
<b>LAST REVIEWED: 11/04/2010</b>					

**PURPOSE:** To set policy regarding the vacating of University premises.

**RESPONSIBILITY:** The Vice President for Human Resources is to ensure compliance with the policy.

**APPLICABILITY:** This policy applies to staff only (non-faculty).

**POLICY:**

1. Staff members are required to leave University premises (owned or leased) promptly at the completion of their regular work hours or assigned University duties. This is necessary to ensure compliance with the Fair Labor Standards Act (F.L.S.A.) for non-exempt staff, and to avoid the disruption of work of other staff members and faculty, or activities of the University.
2. If staff members visit University premises during off-duty hours, such visits must be related to University business.
3. Failure to comply with this policy shall result in disciplinary action, up to and including termination.

By Direction of the President:

Vice President for Human Resources