

## Labor and Employee Relations

# Vacating Premises

**CODE:** 30-01-50-45:00    **EFFECTIVE DATE:** 07/01/90    **REVISION DATE:** 11/06/08  
**LAST REVIEWED:** 11/06/08

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**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:**

Staff members are required to leave University premises (owned or leased) promptly at the end of their regular or extended shift. This is necessary to avoid the disruption of work of other staff members, faculty, or other activities of the University, and to ensure compliance with the Fair Labor Standards Act (F.L.S.A.).

If staff are visiting University premises during off-duty hours, such visits must be related to University business.

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