

**Encouragement to Serve** - USF recognizes the need and desire of Staff and Administration employees to participate as elected officers of the Staff Senate or A&P Council, and to encourage participation in university-wide standing councils and committees, search committees, grievance committees, task forces, teams, workgroups, and the like. To recognize the time involved in performing these activities as "time worked" as long as such time does not interfere with the accomplishment of the work, objectives or mission of the work unit. Staff members with permanent status and Administration staff members are encouraged to participate in university governance by becoming a candidate for or seeking appointment to the A&P Council, Staff Senate, university-wide standing committees, search committees, grievance committees, task forces, cross-functional teams, or other committees hereafter referred to as "committees".

**Considerations** - In making a decision to serve in this capacity, the staff member will take the following into consideration:

- Will the staff member be able to meet the time and work commitment for university governance? It involves a time commitment for attending and preparing for meetings and performing work for the committee outside of the committee meetings. Some committee service time may be required outside of the regular work hours depending on mission of the committee.
- Will the staff member's already full workload be negatively impacted by committee service? Staff employees will not be entitled to compensatory time or overtime payments resulting from committee service. However, all time of service during regularly assigned work hours shall be considered time worked. The only exceptions to the above are members of grievance and search committee; they shall be entitled to receive overtime compensatory leave credits or overtime pay, as applicable. Administration staff are expected to work the hours necessary to complete their job assignments and are not entitled to compensatory time or overtime because of their exempt status under the Fair Labor Standards Act.

**Prior Approval Required** - Prior to agreeing to serve on a committee, the staff member will obtain approval from his/her supervisor to serve.

The supervisor will not unreasonably deny permission for such service. Service may be denied, in the following situations. The situations listed below are not intended to be all inclusive but are examples.

- the staff member's performance has been documented as substandard or marginal (below satisfactory or achieves)
- the staff member has had disciplinary action within the last 12 calendar months
- the staff member has difficulty in setting and following priorities or managing time
- the staff member could not reasonably meet the expectations of the committee service considering workload or assigned projects

A supervisor may limit the number of committees on which a staff member is permitted to serve at any one time.

**Advise Supervisor of Committee Meeting Schedules** - It is 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 when practicable.

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 will take this into consideration and place the responsibilities of the job and work unit ahead of those of the appointment or office held, i.e., not attend the meeting. The immediate supervisor has the continuing authority and responsibility to determine staffing requirements and may refuse to allow the staff member time to attend a scheduled meeting. All university procedures for service as elected or appointed officers and appointments to standing committees, task forces, senates, and councils shall apply.