

**ARTICLE 25
TIME AND EFFORT COMMITMENT**

A. GENERAL PROVISIONS

1. Postdoctoral Scholars are full-time FLSA-exempt professional appointees. Postdoctoral Scholars are appointed with the expectation that they will have a full time involvement in scholarly pursuits, except as provided in §B. and C. below.
2. The workweek for full-time exempt appointees is normally at least forty (40) hours, with the emphasis placed on meeting the responsibilities assigned to the position, on making progress toward their professional goals, and on demonstrating their research and creative capabilities, rather than on working a specified number of hours. Required work schedules must be reasonable, and related to the research needs. In recognition of the professional exempt status of Postdoctoral Scholars, assigned work schedules provide the flexibility to meet research goals and to occasionally allow a schedule of less than forty (40) hours in a week.
3. Full-time Postdoctoral Scholars do not receive overtime compensation or compensatory time off.
4. Prior to requesting an exception, in accordance with §B. below, Postdoctoral Scholars shall review alternative options under other articles of the contract, including: Article 2 – Appointments, Article 12 – Leaves, Article 17 – Personal Time Off, Article 22 – Reasonable Accommodation, and Article 23 – Sick Leave.

B. EXCEPTIONS TO FULL-TIME APPOINTMENTS

1. Upon written request of the appointee and written concurrence of the supervisor, the University may grant an exception to the full time appointment expectation when the appointee is unable to make a full-time commitment for reasons of health, family responsibilities, or employment external to the University. Such a request must take into account extramural funding agency requirements, if any. An exception to full time may be granted for a range of one month to up to the end of the appointment.
2. When a Postdoctoral Scholar simultaneously holds a University teaching appointment or other University position, the percent time of the Postdoctoral Scholar appointment normally will be reduced so that the sum of the percent times of the two appointments equals one-hundred percent (100%).
3. When the University reduces an appointment as described in §B.1., above, the supervisor and Postdoctoral Scholar shall sign a written agreement specifying the reduction in hours of work and concomitant responsibilities.
4. The full-time work expectation in §A.1. and B.2., will be prorated for Postdoctoral Scholars with less than a full-time appointment as provided in §C.

C. NON-EXEMPT POSTDOCTORAL SCHOLARS

For Postdoctoral Scholars who have an approved exception to full time appointment as provided in §B., above, and who fall below the FLSA salary level test, the following terms shall apply:

1. The University shall place part-time Postdoctoral Scholars who become non-exempt into the following title code: Postdoc – Employee NEX (3255).
2. A workweek is a period of time consisting of seven consecutive days. A standard workweek is from Sunday morning (12:01 a.m.) to midnight the following Saturday.
3. Postdoctoral Scholars are non-exempt hourly and are expected to work hours commensurate with their appointment percentage. The minimum hourly rates for each experience level are listed in Appendix J – Table 23N.
4. Postdoctoral Scholars with salaries above the minimum hourly rate for their experience level shall have an hourly rate determined by dividing their annual rate by 2,088 (the number of working hours in a year).
5. Postdoctoral Scholars must track the total number of hours they work on a daily basis and provide the total number of hours they worked each day by the end of each pay period utilizing local time-keeping practices. Postdoctoral Scholars shall be paid on a biweekly pay cycle.
6. Overtime is actual time worked which exceeds forty (40) hours in a workweek and must be reported. Postdoctoral Scholars who work more than forty (40) hours in any given week must have advance written authorization from their supervisor.
7. Postdoctoral Scholars who work more than forty (40) hours in a week shall only be eligible for compensatory time off earned at the rate of time and one half (1 ½ X) for hours actually worked in excess of forty (40) hours in a week.
 - a. Actual time worked for the purpose of calculating compensatory time does not include hours paid in non-work status, such as sick leave, personal time, holidays, compensatory time off, and leaves with or without pay.
 - b. Accumulation of compensatory time is limited to a maximum forty (40) hours. A Postdoctoral Scholar may request to schedule the use of banked compensatory time. A Postdoctoral Scholar's request for the scheduling of banked compensatory time shall be granted subject to the needs of the University and shall not be unreasonably denied. Compensatory time off shall be scheduled by the University. Under no circumstances shall compensatory time off be carried over from one appointment period to the next.
 - c. In the rare event that a Postdoctoral Scholar is unable to get approval to schedule compensatory time off prior to the end of the appointment, the University shall pay out the unused time.
8. When a Postdoctoral Scholar has two or more appointments which brings the salary level to the FLSA salary level test, the terms in this Section do not apply.
9. Travel Time
 - a. Travel time between home and the workplace is not time worked.
 - b. The Postdoctoral Scholar's supervisor will assign regular work hours for any workweek during which travel will occur for the purpose of identifying and tracking compensable travel time. The travel during the Postdoctoral Scholar's assigned regular working hours is considered time worked.
 - c. Assigned travel that does not keep a Postdoctoral Scholar away from home overnight, travel time to the first destination and from the final destination, except for the time the Postdoctoral Scholar normally would spend traveling to and from the workplace, counts as time worked.

- d. Assigned travel that keeps a Postdoctoral Scholar away from home overnight is counted as time worked when such travel occurs during their assigned regular working hours.
 - e. Travel time outside of their assigned regular work hours is not time worked, unless the Postdoctoral Scholar performs actual work during that time. Prior to performing work during the travel time, the Postdoctoral Scholar must have advance written authorization from their supervisor.
- 10. Meal periods are not time worked.
 - 11. When the University requires a Postdoctoral Scholar to change into or out of protective clothing, engage in special washing or cleaning procedures, or perform other activities on or at a University facility before or after the work period, the time spent in such activities is considered time worked.
 - 12. The Union shall receive notification of Postdoctoral Scholars in title code 3255 through the File Transfer Protocol (FTP) reports.

D. LABOR MANAGEMENT MEETINGS

The parties agree to administer the provisions of §C. in accordance with Article 10, Labor-Management Meetings. Upon the Union's request, the University shall provide time sheets for specific identified locations, provided the union makes the request at least sixty (60) days prior to the scheduled Labor Management Meeting.