College of Music Staff Policies and Procedures

- Each CT and AP staff position requires a default work schedule, which is a University requirement. Work schedules in the College of Music default to 8-5 M-F. Any variation in the work schedule is to be requested in advance, in writing, and approved by the Dean via the Budget and Personnel Director (BPD).
- AP11 positions and under are 40 hour per week positions. The College of Music permits overtime for special occasions only, such as those required to work at the Commencement ceremony. In these instances, the overtime (given out as comp time only) is requested in writing, in advance and approved by the Dean via the BPD.
- Work is to be performed on campus at the assigned office, when not in travel status. Telecommuting is not permitted for College of Music staff.
- Per MSU and APA union contract, paid vacation leave is available after the first 6 months of employment. Staff accrue sick leave and vacation time per each pay period worked. See [www.startingstate.msu.edu](http://www.startingstate.msu.edu) for more information.
- CT employees are paid biweekly while AP employees are paid monthly on the last working day of the month.
- Staff positions are year round, 12-month positions (unlike 9-month appointed academic faculty and specialists). Staff are present through spring break, semester breaks and summer.
- December/January semester break vacation time off in the College of Music is coordinated and approved by the BPD. College of Music staff are contacted Fall semester, regarding time off requests for the holiday break time period. Once sufficient holiday staffing has been ensured by the BPD, an email is sent confirming approved holiday time off. Approval by a staff member’s immediate supervisor is not sufficient for holiday time off. It is possible staff may be required to work during normal MSU working hours during semester break, to ensure sufficient holiday staffing for the College of Music.
- Scheduled time off requests must be approved in advance, in writing, by utilizing the staff request for absence slips. See the BPD or [http://music.msu.edu/assets/music/faculty/Staff_absence_form.pdf](http://music.msu.edu/assets/music/faculty/Staff_absence_form.pdf) for that paperwork. A signature from an immediate supervisor is required. Once the slip has been signed by the supervisor, it must be given to BPD. Please note that there must be sufficient time accrued to take the time off with pay. If there is insufficient time, university policy will apply. For absences which cannot be approved in advance (sick leave for instance), the immediate supervisor and the BPD must be sent an email regarding the absence by the start of the work day.
- Staff report absences in tenths of an hour (6 minute increments). Input into the EBS system is required by the staff member and is checked by the BPD by comparing the time off request slips (mentioned previously) vs. the leave recorded into the EBS system. This applies to personal appointments, dentist, doctor, etc. There is no “off the books” time/ accommodation.
- Work schedule adjustments (flex in work schedule due to travel) must be requested at least one week in advance, in writing to the BPD.
- All work-related travel must be preceded by a pre-travel authorization form. This form provides additional life insurance coverage for the person travelling on university business. Whenever feasible, this form should be completed one week prior to travel. As a rule of thumb, when requesting the flex schedule, the pre-travel authorization form should be done at the same time. When travelling out of the country, the form should be completed prior to airline reservations. All travel authorization forms are to be signed by the Dean via the BPD.
- Outside Work for Pay policies – see MSU Support Staff Outside Work for Pay Policy Guidelines, at this website: [http://www.hr.msu.edu/documents/supportstaffpolproc/ssoutsidework.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/ssoutsidework.htm). Of note:
  - Employee must request and obtain written approval of his/her supervisors and designated unit administrator (College of Music Dean via BPD) before engaging in outside work for pay by utilizing the Staff Outside Work for Pay Form
  - The involvement of MSU students or staff in an employee’s outside work for pay must be disclosed on the Outside Work for Pay form
  - The employee must notify the supervisor(s) of any changes in the outside work being performed

- Support Staff Rules Governing Personal Conduct of Employees Policies – See website: [http://www.hr.msu.edu/documents/supportstaffpolproc/personalconduct.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/personalconduct.htm)
  To be Avoided:
  - Non-work related use of official position and influence for personal gain
  - Conducting personal business while on duty