Business Manager

- Human Resource Officer—full time, GTA and student PAFs. Onboarding full time faculty and staff
- College Recruitment Processor, Peopladmin-entering, monitoring new hires for faculty, staff and some students, review job description additions/changes/uploads for the college
- Budget Officer-salary monitoring, processing budget transfers, monitor work study funds
- Office Associate hiring, annual evaluation process in collaboration with Department Chairs/Directors
- College resource to answer questions for staff, faculty

College Office Supervisor

- Manage Office Associates in collaboration with Department Chairs and Directors to include hiring, annual evaluation process, time approval, weekly hours, vacations, sick time
- Schedules coverage for departments
- Schedules regular meetings and training sessions for Office Associates
- Manage part-time contracts and spreadsheets
- Assist with budget and foundation
- Manage college-funded student travel, transfer of approved student funds to departments
- College resource to answer questions for staff, faculty

Office Associates and other Positive Time Employees:
The role of the Office Associate within the College of Arts and Sciences is guided by a shared job description. While we obviously recognized that some of the duties and responsibilities of an Office Associate can vary from unit to unit within the College, the job description begins with the general assumption that Office Associates are employees of the College of Arts and Sciences with responsibilities “to provide administrative support to administration, faculty and staff, including special projects, office workflow, academic support, appointments, correspondence, grant proposals, budgets, data compilation and records control.”

University Work Hours/Department Business Hours
All academic departments and programs are required to maintain regular business hours.

The Work Schedule Policy for the College of Arts and Sciences is guided by the Campus Policies established by the Office of Human Resources.

Work Hours
Here is a link to UNO’s policy regarding Work Hours.
https://www.unomaha.edu/campus-policies/work-schedule.php

Revised 1/29/19
Regardless of daily hours, all full-time Office Associates and other full-time hourly employees are required to work a total of 40 hours per week. University policy clearly states that the normal workday at the University is 8:00 a.m.-5:00 p.m., Monday through Friday. In general, therefore, departments are to be open and staffed between 8:00 a.m.-5:00 p.m. during these core hours. Hours must be posted so they are visible from outside the office.

However, individual schedules may vary with prior approval from the Dean. These requests for consideration of hours differing from 8:00 a.m.-5:00 p.m. shall be submitted in writing to the College Office Supervisor for consideration by the Dean. These requests must include an explanation for the request along with the approval of the chair or director.

At the beginning of each academic year, each Office Associate will be asked to submit her or his regular work hours to the College Office Supervisor. This request should be reviewed and coordinated with the Department Chair or Director.

**Time Approval**

The University of Nebraska at Omaha now requires that time for all hourly positions in the college be as Positive Time. Hourly employee at the University are required to submit a weekly Positive Time Report documenting time spent on University business. Time spent on University business must be recorded daily to the nearest quarter hour and submitted on a weekly basis.

All Positive Time employees in the College of Arts and Sciences will use an online time management tool to report their time. We are using a system provided to the University by Time Management Systems. This company is providing its services to other colleges and departments on our campus. Hours must be entered on a daily basis. Again, regardless of daily hours, all full-time Office Associates are required to work a total of 40 hours per week. In the event that the total work week does not equal 40 hours, the College Office Supervisor will contact Associates to explore how they will use appropriate leave hours to bring the weekly total to 40 hours.

Since the inception of the time management system in the College of Arts and Sciences, a policy of rounding used by other colleges and departments has been in place in our time management system. Other colleges and departments of the University use a four minute round rule in their time management systems and ours was set up to mirror this. The round rule means if you clock in four minutes early, the time is rounded to your official scheduled start time. If you clock out four minutes late, the time is rounded to your official scheduled end time.

Beginning February 1, 2019, College of Arts and Sciences will begin following the four minute rounding policy. All positive time employees will be allowed to punch in four minutes early but the time will round to your scheduled start time entered in the time management system. Early punch ins are not permitted without prior approval from the Dean. Please send all requests to the College Office Supervisor for consideration by the Dean.

The College Office Supervisor will complete all time approval, including requests for vacation, sick time, funeral leaves, etc. in conjunction with the department chair or supervisor. Requests for time off should be emailed to the college office supervisor and the department chair or director.

Revised 1/29/19
Office Associates taking more than a day of vacation should submit their request at least one week in advance, when possible. Once time off is approved, the time off request and approved should be submitted through Firefly and ESS.

According to UNO’s Work Schedule, all full-time Positive Time employees should take at least 30 minutes in the middle of the day for a lunch period without pay. Offices closed during lunch should have signs posted letting visitors know when they will return.

Leave
The Leave Policy for the College of Arts and Sciences is guided by the Campus Policies established by the Office of Human Resources.

A link to University policy on leaves is below.
https://www.unomaha.edu/human-resources/current-employees/leaves.php

In the event of unplanned absences (i.e. sickness, going home sick, sick child, etc.), Office Associates should communicate with the College Office Supervisor or Business Manager and the Department Chair or Director, and any other appropriate personnel, by email or phone call, as soon as possible. In the event of an extreme emergency, only one contact is needed. If needed, arrangements will be made for department coverage by utilizing an office coverage partner, by forwarding phones and posting a sign directing visitors to an office coverage partner, who has been notified of the situation. Time must entered through Firefly and ESS upon return.

Overtime/Comp Time
The Overtime/Comp Time Policy for the College of Arts and Sciences is guided by the Campus Policies established by the Office of Human Resources.

A link to the University policy is below.
https://www.unomaha.edu/campus-policies/overtime-compensation.php

For budgetary reasons, overtime and/or comp time should not be a part of a normal workweek. If a Department Chair or Director believes extra work hours are necessary, approval must obtained from the Dean prior to working the extra hours. Comp time may be given in lieu of overtime pay. Written requests are to be submitted to the College Office Supervisor for consideration by the Dean. Vacation, sick, funeral, military, administrative and other approved leaves will not be included as hours worked toward the computation of overtime/comp time.

Working from Home
Office Associates serve as the first point of contact for students, faculty and other University personnel, and very little of the daily work required by the Office Associate can be completed from home. Therefore, working from home is not permissible for Office Associates employed in the College of Arts and Sciences unless the chair or director can document exceptional circumstances whereby the Office Associate can perform duties that are critical to the mission of the College that cannot be done by any other Office Associate in the College. These circumstances will be limited in time frame both in terms of hours per day and total days.

Revised 1/29/19
Evaluation
Evaluation of Office Associates will occur on an annual basis, following the schedule establish by UNO HR. The Department Chair/Director will initiate the review, using the review forms required by UNO HR. The completed report will then be evaluated by the College Business Manager and College Office Supervisor, who will submit the entire review to the Dean for review.

Hiring
The hiring process for new Office Associates will be a collaborative process between the Department Chair/Director and the College Business Manager and College Office Supervisor.

Effective October 12, 2018
Amended January 16, 2019