

University Staff Shared Governance Participation Guidance

FP&M supports University Staff Shared Governance participation through the following practices for both in-person and correspondence-based Congress and Committee meetings:

Shift Adjustments for In-Person Meetings

- **Congress Members** may adjust their shift by up to **3 hours** on the day of an in-person Congress meeting, with **prior approval from their supervisor**.
 - Notification must be provided **at least 48 hours in advance**.
- **Committee Members** may request a shift adjustment of up to **3 hours**, ideally **one week in advance**. Requests may be made **verbally or in writing**.
 - For emergency meetings, members must notify their supervisor and request the adjustment **as soon as possible**.

If a member does **not adjust their shift**, they will be **paid for the 3 hours** of governance participation.

Shift Adjustments for Correspondence-Based Meetings

- FP&M allows members to adjust their shift by up to **90 minutes** in order to prepare for and participate in correspondence-based Congress or Committee meetings, with **prior supervisor approval**.
 - If the representative utilizes CLS services they can adjust their shift by an **additional 100-minutes**. This includes translation/interpretation time for the meeting, and 10 minutes for scheduling phone call(s) during their shift. This is consistent with other governance participation flexibilities.
- Notification timelines:
 - **Congress Members**: Notify supervisor **at least 48 hours in advance**.
 - **Committee Members**: Request ideally **one week in advance**, or **as soon as possible** for emergency meetings.
 - **Congress Members** will communicate with their supervisor when they would like to **flex their schedule within the same week** of the Congress or Committee meeting.

If a member does **not adjust their shift** during the week of the shared governance meeting, they will be **paid for the 90 minutes, plus supplemental interpreter/translator time, if**

applicable, of governance participation during the pay period in which the governance activities occurred.

Additional Policy Clarifications

- **Time Without Loss of Pay:** Shared governance activities are considered compensated work, not volunteer activities. Members are afforded reasonable time without loss of pay to engage in these activities.
- **Flexibility in Work Hours:** Members have the right to flex their work hours to accommodate governance and work obligations. Overtime may be approved at the employer's discretion, subject to mutual agreement.
 - Efforts will be made to minimize split shifts, such as requiring employees take an unpaid break before returning to work following a Congress meeting.
- **Management Discretion:** FP&M management retains the right to cancel shift adjustment requests based on operational needs.

If you have any questions, please reach out to your supervisor, or FP&M Human Resources.