



THE UNIVERSITY OF GEORGIA

COOPERATIVE EXTENSION

Colleges of Agricultural and Environmental Sciences & Family and Consumer Sciences

PROFESSIONAL EMPLOYEE WORK SCHEDULE GUIDELINES

Extension administrators, specialists, and agents are expected to meet their job responsibilities and, as professionals, are entrusted with the flexibility of their work schedules. It is desirable that employees achieve a balance in work, home, and community life. *An assumption is made concerning this principle. An Extension professional's responsibilities typically require more than 40 hours per week and often at non-routine office hours.* These guidelines are not designed to absolutely compensate for all hours worked outside the normal 8:00 am to 5:00 pm workday.

The purpose of these guidelines is to ensure that professional scheduling is implemented uniformly throughout Extension. The following should serve as a guide:

1. Extension administrators, specialists, and *agents are accountable to their immediate supervisors for their time* and also for fulfilling the assigned job responsibilities.
2. The University is not obligated by law to provide compensatory time to exempt employees. However, a supervisor may award compensatory time if it is determined that the situation warrants such an action.
3. Supervisors will not negotiate with employees a specific number of days or hours off for work done beyond the normal workday. Such a practice would violate the intent of these guidelines.

These guidelines are not intended to be a performance appraisal issue, but rather a guideline for the professional and his/her supervisor.

Note: These guidelines should be discussed by administrators with all supervisors and all Extension faculty (agents and specialists). They should also be discussed at appropriate training sessions.

Adopted by Extension Administrative Staff 10/10/95

Revised June, 2001