

## 6 CHAPTER: SECRETARIAL SUPPORT

Each faculty member will be provided with normal secretarial support, which consists of:

- Typing of letters
- Typing of manuscripts
- Taking telephone messages
- Duplication

In addition, certain secretaries are responsible for routine supply requests, computer accounts, travel and leave forms, (the business office types these forms). If the workload becomes too high on the secretarial pool to provide good service, the Department Head will attempt to secure temporary help.

A faculty member can support a secretary through research grants, provided that such a position is provided for in the budget submitted to the funding agency. In such a case, assigned secretaries are expected to provide direct personalized help of the following types:

- Maintain files
- Maintain addresses and telephone numbers
- Maintain calendar
- Answer telephone
- Respond to routine mail
- Type letters and manuscripts

Following is the schedule of hours of pay per year.

|              |                    |                    |
|--------------|--------------------|--------------------|
| Quarter time | 520 FY hours/year  | 300 AY hours/year  |
| Half time    | 1040 FY hours/year | 800 AY hours/year  |
| 3/4 time     | 1560 FY hours/year | 1300 AY hours/year |
| Full time    | 2080 FY hours/year | 1900 AY hours/year |

### 6.1 Overtime

Overtime for clerical or non-exempt administrative/professional staff, should be approved in advance by the immediate supervisor (or Department Head in the absence of the immediate supervisor). Once the necessity for overtime has been determined, prior approval for such overtime should state approximate number of hours to be worked, timeframe during which overtime will be completed, and tasks to be accomplished. Supervisors and employees should make every effort to have work completed during normal work hours if at all possible.