

6 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 the 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.