

APPENDIX E

POLICIES AFFECTING EXCLUDED CLERICAL AND TECHNICAL EMPLOYEES (XCT)

The following index of personnel policies applies only to those clerical and technical employees excluded from the Local 34 Bargaining Unit as confidential, guards, or supervisory personnel.

The index of personnel policies indicates if the *Personnel Policies and Practices* apply or if a policy the same as a specific provision of the University's agreement with Local 34 has been extended to this group of employees. If the applicable policy or practice differs from both the *Personnel Policies and Practices* manual and the Local 34 contract, a specific statement appears below.

Special note on recording of time for excluded clerical and technical staff:

Hours worked, paid time off and associated record keeping practices for all clerical and technical staff are governed by federal and state wage and hour laws. Unlike the practices for managerial and professional staff outlined in this Manual, the Fair Labor Standards Act requires that time worked and paid time off for clerical and technical staff be monitored and recorded in hours. Therefore, any references in this Manual that relate to paid time off and record keeping in terms of days, do not apply to clerical and technical staff members. For clerical and technical staff members, all paid time off must be recorded in hours to ensure compliance with federal and state wage and hour laws.

Personnel Policy	Personnel Policies and Practices (PPP) or Local 34 Contract	
101	Yale University's Equal Opportunity Statement	PPP
102	Categories of Employment	PPP
103	Hiring of Regular Employees	PPP
104	Hiring of Temporary and Casual Employees	PPP
105	Orientation	PPP
106	Probationary Period	PPP
107	Termination	PPP
108	Reduced Hours	PPP
201	Compensation Objectives	
	The following are the objectives of the University's compensation and classification programs for clerical and technical employees excluded from the Local 34 bargaining unit:	
	<ul style="list-style-type: none"> • To attract and retain competent and productive staff from the appropriate regional or local labor market. • To identify different levels of responsibility and accountability and to establish salaries accordingly. • To pay salaries that are consistent with the University's budgetary guidelines and financial resources and that are consistent with the bargaining unit agreement with Local 34. 	
202	Job Evaluation and Classification	Contract: Article XI, Section 1, Section 3(a) through (g) and (i) (j)

Personnel Policy	Personnel Policies and Practices (PPP) or Local 34 Contract	
202.1	Fair Labor Standards Act	
	The Fair Labor Standards Act (FLSA) regulates employers' activities concerning hours of work, the payment of wages and salaries, minimum rates of pay, overtime payments and record keeping requirements. Yale University is subject to the requirements of this Act. Employees are considered exempt or non-exempt from certain provisions of the FLSA related to the payment of overtime and record keeping requirements based on the responsibilities of their jobs.	
	Excluded clerical and technical workers are considered non-exempt employees under the regulations of the Fair Labor Standards Act. They are paid at a rate of time and one-half for all hours worked in excess of 37.5 hours per week. For provisions regarding overtime and compensatory time, see Local 34 contract, Article XII, Sections 1 through 4.	
203	Job Descriptions	Contract: Article XI, Section 2(a), (b), (c), (e), and Section 6(a)
204	Job Titles	
	The University job titles are generic in nature and facilitate the identification of career paths for clerical and technical jobs at the University. The Department of Human Resources may combine existing job titles or create more than one title from an existing title if the work being performed demonstrates a reasonable variance from the generic job description for the job title.	
205	Job Evaluations and Job Analyses	PPP
206	Job Audits	Contract: Article XI, Sections 3(a) through (h) and (j)
	Results of job audits for excluded clerical and technical positions may be appealed to the Director of Personnel Services.	
207	Establishing and Administering Salaries	PPP
207.1	Salary Ranges	Contract: Article X, Section 1 and Appendix I
207.2	Newly-Hired Employees	PPP
207.3	Merit Increases	Contract: Article X, Sections 1, 2, 4
207.4	Promotion	Contract: Article X, Sections 5(a) and (b)
207.5	Upward Reclassification	Contract: Article X, Sections 5(a) and (b)
207.6	Lateral Transfer	PPP
207.7	Demotion	Contract: Article X, Sections 5(c) and (d)
207.8	Special Salary Adjustments	
	Not normally applicable to excluded clerical and technical employees. Salaries are administered according to the Local 34 Contract, Article X.	
207.9	Temporary Assignment of Responsibilities in Higher Classification	Contract: Article X, Section 6
207.10	Rehire	Contract: Article X, Section 3
207.11	Recall/Transfer from Layoff Status	Contract: Article X, Section 5(c); Article XVII, Section 10
208	Compensatory Time	Contract: Article XII, Section 1
301	Holidays	Contract: Article XXIV
302	Recess Days	Contract: Article XXIV
303	Vacation	Contract: Article XXVI
304	Personal Business Days	Contract: Article XXV

Personnel Policy	Personnel Policies and Practices (PPP) or Local 34 Contract	
305	Sick Days	Contract: Article XX
306	Bereavement Days	Contract: Article XXVIII
307	Life Insurance	Contract: Article XXII
308	Long-Term Disability	Contract: Article XXI
309	Health Insurance	Contract: Article XIX
310	Dental Insurance	Contract: Article XIX
311	Flexible Benefits	PPP
312	Benefit Dollars	Not available
313	Retirement Plans	Contract: Article XXIII
314	Mortgage Loan Program	PPP
315	Scholarship Plan for Sons and Daughters	PPP
316	Salary Continuation at Death	PPP
317	Continuation of Benefits at Termination	PPP
400	Leaves of Absence	PPP
401	Personal Leave	PPP
402	Administrative Leave	PPP
403	Military Leave	PPP
404	Child-Rearing Leave	PPP
405	Disability Leave	PPP
406	Caregiver Leave	PPP
500	Workplace Practices (except for) 501.1 - 501.3	PPP

Responsibility for maintaining accurate and up-to-date attendance records for each employee rests with the employee's department. This includes verification of the accuracy of payroll output via paper or computerized reports of paid time off used and available. All paid time must be recorded in hours.

502	Employee Records	PPP
503	Employee Health and Safety	PPP
504	Use of University Services and Property	PPP
505	Conflict of Interest	PPP
506	Patent Policy	PPP
507	Copyright Policy	PPP
508	Reimbursement for Expenses	PPP
509	Jury Duty	PPP
601	Performance Reviews	PPP
602	Career Assistance	PPP

The notice of a transfer requirement (602.1) for a clerical and technical employee is normally two weeks.

603	Training and Development Programs	Contract: Article XXXIII
604	Tuition Assistance for Non-Yale Courses or Degree Programs	Contract: Article XXXIII
605	Program for Special Students	Contract: Article XXXIII
606	Yale Summer Programs	Contract: Article XXXIII

Personnel Policy	Personnel Policies and Practices (PPP) or Local 34 Contract
607	Auditing Courses at Yale (non-credit courses) Contract: Article XXXIII
608	Graduate School of Arts and Sciences Program Contract: Article XXXIII
609	Epidemiology and Public Health Program Contract: Article XXXIII
610	Spousal Tuition Benefit Contract: Article XXXIII
700	Performance and Conduct PPP
701	Progressive Discipline PPP
702	Immediate Discipline PPP
801	Staff Grievance Policy PPP
802	Informal Review PPP
803	Formal Grievance Hearing PPP