

MEMORANDUM

April 9, 2019

TO: UOG Administrators

FROM: Thomas W. Krise, Ph.D., President



RE: **Personnel Pursuing Degrees and Additional Education**

UOG values employees obtaining advanced degrees and additional education. Administrators and staff have primary duties and responsibilities that are carried out during standard operating hours (8:00am-5:00 pm, Monday through Friday). Administrators or staff members (hereafter, employees) who wish to pursue a professional certificate or higher degree (requiring medium- to long-term investments of time) must ensure that that pursuit does not infringe upon their primary responsibilities.

1. Employees should, whenever possible, take weekend or evening courses. If this option is not available, an employee may petition their supervisor to use Annual Leave to take a course during regular work hours.
2. Employees should engage in activities related to this educational pursuit, including attending classes in person or online and doing homework, during their lunch hour or after 5pm during the normal workweek. Employees who takes any course related travel (e.g. off-campus (away from Guam) stay required by a program at another institution or fieldtrip during normal business hours) must request for Annual Leave. Administrative Leave may not be used for this purpose.
3. In some instances, an employee might be allowed to work additional hours, such as at night or on a weekend, to substitute for missing standard operating workhours. This opportunity would need to be requested with full details at the time of the initial request for approval.

Deviation from these guidelines must be approved, in writing, by the employee's immediate supervisor.

Any employee in violation of guidelines, without his or her supervisor's written approval, shall be disciplined, in accordance with University procedures.