



Delaware State University Procedure

Title: Dual Employment of Elected Officials	Administrative Council approval date: 10/11/06
Related Policies and Procedures: Ethical Standards of Professional Behavior Procedure	

In accordance with the Delaware Code (Title 29) any person employed by the University who also serves in an elected or paid appointed position in state government or in the government of any political subdivision of the State, including but not limited to any county, city or municipality, shall have his or her pay reduced on a prorated basis for any hours or days missed during the course of the employee's normal workday or during the course of the employee's normal workweek while serving in an elected or paid appointed position which requires the employee to miss any time which is normally required of other employees in the same or similar positions.

Any day an employee misses work due to his or her elected or paid appointed position, he or she shall have his or her immediate supervisor verify a time record stating specifically the number of hours worked that day; said verification to take place at least once every pay period. While the supervisor may delegate the tracking of this time to a trusted assistant, the supervisor will personally verify the records each pay period.

All time records, so verified, shall be kept by the immediate supervisor until such time as they are required by the State Auditor.

No employee shall be permitted to make up time during hours other than the normal workday for purposes of compensation – no compensatory time will be permitted. The standard work day shall be between 8:30 am and 4:30 pm beginning each Monday and ending on Friday.

Employees may use vacation hours in lieu of reduction in pay for the hours missed. No other form of leave may be used for this purpose.

The University's own auditors and the State Auditor will be conducting annual audits of the time records which have been kept by the supervisors in accordance with this policy.