



RUTGERS POLICY

Section: 60.9.19

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Vacating Premises

Formerly Book: 30-01-50-45:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 11/4/2010; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy regarding the vacating of University premises by legacy UMDNJ staff only (non-faculty).
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.19 VACATING PREMISES

1. Staff members are required to leave University premises (owned or leased) promptly at the completion of their regular work hours or assigned University duties unless directed by a supervisor to do otherwise. This is necessary to ensure compliance with the Fair Labor Standards Act (F.L.S.A.) for non-exempt staff, and to avoid the disruption of work of other staff members and faculty, or activities of the University.
2. If staff members visit University premises during off-duty hours, such visits must be related to University business.
3. Failure to comply with this policy shall result in disciplinary action, up to and including termination.