

## 11.8 OFFICE LABOR CONTRIBUTION: (9/8/86)(31/01-02)

- 11.81 **STATUS AS EMPLOYEES:** Members assigned to office labor are not employees of the ICC but rather they are members fulfilling their house work commitment through service at the ICC level.
- 11.82 **OFFICE LABOR APPOINTMENTS:** Administrative staff shall administer office labor, but ultimate control rests with the Coordinating Committee, who may change any aspect of the program. All positions must be openly advertised and any member may apply.
- 11.83 **OFFICE LABOR ASSESSMENT:** The ICC houses shall be assessed labor credit time for ICC work at the rate of 1 hour per week for every 3 rooming members in the house during the Fall/Winter term, and 1 hour per week for every 4 rooming members in the house during the Spring/Summer term, rounding to the nearest hour. In keeping with the spirit of proposal 17-90 which established the Committee Tithe, the General Manager should make every reasonable effort to ensure that the appointment of house labor to the various decision making positions be done in a manner so that as many houses as possible are represented in these positions. (Rule approved 8/11/85) (Amended 50/90) (See also 17/90) (57/96) (36/03)
- 11.84 **OFFICE LABOR FOR COMMITTEE MEMBERS:** Coordinating Committee members shall count for 4 hours/week of office labor towards their house. Other committee members may count for up to 4 hours/week of office labor towards their house, as determined by the Coordinating Committee. This shall not apply to house Board representatives.
- 11.85 **REPORTING ON HOUSE LABOR (19/01-02):** Office labor will be administered by the following procedure:
1. All communication regarding office labor will be sent to the following house officers:
    - President(s)
    - Work Manager
    - Treasurer
    - Interim Managers
  2. 1-2 weeks before the semester begins, and the first week of the semester, a list will be sent (email or ICC mail) of
    - hours required from each house;
    - positions open for office labor;
    - date(s) for required front desk training.
  3. Hours required from each house are based on the number of signed contracts, and may change through a semester as members come or leave:
    - The office may send out a new schedule from time to time
    - A house may contact the office about a change in required hours.
  4. Houses will let the office know (email or phone) who is assigned to office labor.
  5. Members assigned to office labor will contact the office (email, phone or stop by) to arrange their job and hours before or during the first week of the semester.
  6. Office labor worker will begin work no later than the 2<sup>nd</sup> week of the semester. Fines will be assigned for missed work beginning that week.
    - Fines are per Standing Rule 11.86.
    - Fines will be added to house charges by the Director of Financial Services, and will be figured into assessments/rebates at closing time.
    - Houses, if they choose, may pass fines on to specific members who have missed work

7. Office labor workers are responsible for reporting the hours they have worked to the GM. This can be done in several ways:
    - Front desk staff report on chart in front desk area.
    - A book of time sheets sits behind the front desk and can be used to report hours worked.
    - Specific workers may have time sheets in other places.
    - Member working on committees or special projects may phone or email their hours to the GM.Hours that are not reported will be considered not worked.
  8. A weekly report will be sent to house officers stating how many hours were worked and/or missed by their office labor members.
  9. Missed hours may be made up by arrangement with the appropriate person (i.e., Director of Member Services for front desk labor, chairs for committee work, etc.). Fines will be reduced when made-up hours are reported.
- 11.86 **FINES:** Houses of ICC members receiving house work credit for either office labor or committee meetings, not including house presidents, may be fined \$15.00 per hour for failure to complete assigned work or attend committee meetings. Houses may be fined this same amount for any hours which are due to the ICC but are not assigned. The General Manager shall be responsible for levying any such fines and the fines may be appealed to the Coordinating Committee. Houses may only appeal to the Board after losing at the Coordinating Committee level. Staff shall hire supplementary assistance as necessary to replace house labor hours not performed, and fines shall be levied as liquidated damages and put in an office labor fund. (18/01-02)
- 11.87 ICC Members receiving house labor are expected to participate fully and competently. Supervisors or committee chairs may remove the member at any time by notifying the GM and the house work manager. Committee members may appeal to the Coordinating Committee. If this happens, the house will be responsible for finding another suitable replacement.