

8/17/01

**OFFICE OF THE GOVERNOR  
STAFF MEETING AGENDA ITEMS**

- 1) Comp Time
  - a) Requires prior approval by your Director (Directors submit to the Dir of Admin)
  - b) Needs to be submitted weekly
  - c) Comp time is time worked before 8:00 a. m. and after 5:00 p.m.
  - d) Should we cap the amount of time paid after an employee leaves? One month?
- 2) Request for Leave Time
  - a) Requires prior approval by your Director (Directors submit to the Dir of Admin)
  - b) Should be submitted for any time taken off for more than half of an hour
  - c) Should be submitted to Erich after approval and before you leave
- 3) Office Purchasing Procedures
  - a) Must complete a purchase requisition approved by your Director (Directors submit to the Dir of Admin)
  - b) No professional services are to be obtained without prior approval from the Director of Administration
- 4) Computers
  - a) Do not download any software from the internet as this has become a problem with viruses (ex. Napster).
- 5) IQ
  - a) Need to ensure that you are comfortable using it. Old programs will be downloaded into IQ and the old programs will no longer be available.
- 6) Organizational Chart