



# Minot State University

## Policy Manual

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### Section 3.5

#### **Working from Home**

1. All staff employees who are provided a work area on campus will perform their regularly scheduled and assigned duties on campus and not at home.
2. All nonexempt employees who are not provided a work area are required to document their hours by providing supervisors with an accurate record of the following information:
  - a. hours worked per day (including start and stop times)
  - b. description of duties performed during hours worked
3. The policy concerning overtime (see 2.6 above) applies to all nonexempt employees regardless of where the work is performed.

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