

Policy on Reporting to Work & Attendance for Non-Exempt Employees

The language used in this policy does not create an employment contract between the employee and the University. The University reserves the right to revise the contents of this policy, in whole or in part.

Purpose

To establish guidelines on reporting to work and attendance for employees. The purpose of these standards and rules is not to restrict the rights of anyone, but rather to help ensure that employees are aware of minimum requirements.

Statement of Policy

All employees are expected to be at their desk or assigned workplace, ready to work at their regular starting time each day on which they are scheduled to work.

When deemed necessary, a supervisor may modify an employee's work shift or work schedule for operational reasons. Such changes may be temporary or permanent depending on the circumstances. When this is needed, the supervisor will meet with the employee to explain the rationale for the change and provide as much advance notice as possible.

Application

Where applicable, employees are required to record their time using either a time card or time sheet. Employees are to sign in when they arrive at the beginning of each scheduled workday and sign out when they leave at the end of their scheduled workday.

NOTE: Overtime must be approved in advance by the employee's supervisor. Without prior supervisory approval, employees who clock in before the scheduled start time of their normal work shift or clock out after the normal scheduled ending time of their work shift should not expect to be provided any additional compensation.

Lateness

An employee who is not at his/her desk or assigned workplace prepared to work at the beginning of his/her scheduled work time is considered to be late. Being tardy for work or leaving the job station before quitting time will be considered cause for corrective action. Employees will not be paid for lateness of eight (8) or more minutes.

Example: If an employee who is scheduled to begin work at 8:00 a.m. arrives between 8:01 a.m. – 8:07 a.m., the employee will not be docked pay. If an employee who is scheduled to begin work at 8:00 a.m. arrives between 8:08 a.m. and 8:15 a.m. they will be docked fifteen (15) minutes pay. If an employee arrives fifteen (15) or more minutes late, the employee will not be paid for the total amount of minutes late.

Employees who demonstrate established patterns of lateness or frequent instances of lateness, even though they are less than five minutes, may expect to receive disciplinary action.

Supervisors have the discretion not to dock an employee if there is some unusual circumstance, i.e., weather conditions.

Excused or Unexcused Absences:

Time away from work is either excused or unexcused.

- **Excused Absence** -- any absence from work that is authorized by the supervisor.
- **Unexcused Absence** -- any absence from work (including tardiness) that is not approved leave with the permission of the supervisor.

In reviewing an employee's attendance record, occurrences where the absence/tardy was unscheduled /unplanned will be used.

Notification/Call-in:

Employees must notify their supervisor in advance, whenever possible, of any absence. When prior notification is not possible, employees should call the supervisor/designee no later than fifteen (15) minutes after their regularly scheduled starting time. When providing notification, the employee is expected to give the reason and the estimated length of the absence.

Employees on extended illness, workers' compensation, or disability leave where a return to work date has not been set, should update their supervisor on their condition and the prospects for returning to work on a weekly basis.

Employees who are absent for three (3) consecutive workdays without notifying their supervisor/employer are subject to termination as a "voluntary quit".

Attendance Problems:

It is the responsibility of the employee's immediate supervisor to monitor and maintain a record of the attendance. If an employee has an attendance problem, i.e., excessive lateness (whether or not they have been docked pay), unexcused absence or a combination of both, the problem should be discussed with the employee as soon as it is noted.

Excessive lateness and unexcused absence guidelines are as follows:

- Six (6) occurrences of unplanned absence in a twelve (12) month period; OR
- Six (6) occurrences of lateness in a three (3) month period; OR
- Any combination of the above.

Note: While not scheduled, absence due to a bona fide work-related injury will not be considered "unexcused" in the analysis of absences.

If attendance problems develop, the University has the right to require employees to provide acceptable evidence (physician's statement) of illness or injury. Failure to comply may result in the denial of sick leave benefits (if eligible) and the time off may not be charged to accrued annual leave time.

Based on the employee's past attendance record, and information resulting from the discussion, the supervisor will take appropriate progressive disciplinary action.