

Facilities Services Department

Attendance

Applies to: All Employees in Facilities Services

Issued: January 27, 2015

Updated: August 31, 2015

POLICY

This policy establishes the expectation that all Facilities Services staff shall be available to perform their job commitments to provide quality customer service across campus; to provide a standard process for attendance review, employee support, and if necessary, corrective action that is consistent with applicable state and federal law and university policies. It is the policy of Facilities Services that employees report for duty at the assigned time and place, remain on duty during scheduled work hours, and accurately report hours worked and leave taken in accordance with state and federal law and university policies. Unless otherwise noted below, this policy is applicable to all employees within Facilities Services, including full-time, part-time, work-study, student assignment, and temporary employees.

During periods of Campus Emergencies this policy is superseded by the Facilities Services Essential Personnel Policy.

DEFINITIONS

- 1) **Absence** – When an employee misses one or more consecutive workdays. Absences may also be partial workdays.
- 2) **Excessive Absence** – When an employee is away from work to the extent that completion of normal work requirements is adversely affected.
- 3) **Exempt Employee** – Executive, administrative or professional position that is exempt from certain wage and hour laws and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- 4) **Non-Exempt Employee** – A position that is subject to overtime and minimum wage requirements according to the FLSA and any applicable state statutes.
- 5) **Pattern of Absence** – When an employee's absences occur with a common factor (day of week, day before/after holiday, etc.)
- 6) **Late Arrival** – When an employee fails to report to work at the scheduled starting time.
- 7) **Early Departure** – When an employee leaves the worksite prior to the end of his/her shift.
- 8) **Unexcused Absence** – An absence shall be considered "unexcused" when the employee's supervisor and/or department has not been properly notified as in Section E-1, a. of this policy.

POLICY GUIDELINES

Section A: Office Hours

- 1) All offices, shops and work units must be open and adequately staffed for efficient operation during standard hours, including the hour of 12:00 noon to 1:00 p.m. Supervisors are responsible for setting work schedules in conjunction with their work unit's responsibilities and their employees' needs.

Section B: Employee Work Shifts

- 1.) Each workday, each employee within Facilities Services is given one rest period of 15 minutes in length for each four hour work period. Since the time is counted and paid as time worked, employees should not be absent from their work area beyond the allotted rest period. Break periods do not accumulate and if a scheduled break is not taken it will not be made up. In certain emergency and extraordinary situations, it is at the supervisor's discretion if scheduled breaks will be taken.

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Section C: Absence Reporting

- 1) All leave requests, including for annual, personal, compensatory or military leave, must be completed on the proper Leave Request Form and submitted to the department supervisor for prior approval. Each Leave Request will also be submitted to administrative support staff within the department to verify leave balances. It is important that each employee submit a leave request to allow department supervisors enough notice to schedule coverage and/or modify assignments that may be interrupted due to an employee's leave time.
 - a. The number of days' notice given to a supervisor must be equal to or greater than the amount of scheduled annual leave time an employee is requesting. This is interpreted as a day in advance for each day of leave requested, i.e. Five days prior notice for five days leave or one day prior notice for one day leave.
Notification on the day the leave begins is not acceptable except for rare circumstances or emergencies for which approval must be given by a director or the associate vice chancellor.
- 2) Each Employee will inform their supervisor prior to the start of their scheduled work shift of the need to take Sick or Bereavement Leave according to the procedure outlined in Section E below. Upon their return the employee will file the appropriate Leave Form with their Supervisor in a timely manner but no later than within 5 working days.
- 3) If an employee has no sick leave balance and has an unexcused absence, the day(s) the employee misses work will be considered leave without pay.
- 4) An employee's annual leave cannot be used in place of sick leave for unexcused absences.

Section D: Leaves and Absences

- 1) Generally, an absence occurs when an employee misses one or more consecutive scheduled workdays for a single reason. Absences may also be partial workdays.
- 2) An absence shall be considered "unexcused" when the employee's supervisor and/or department has not been properly notified. Responsibility for excusing an absence shall be at the discretion of the immediate supervisor. The supervisor should take into consideration any mitigating circumstances and the employee's overall attendance record when making the decision. An unexcused absence should be recorded as leave without pay, even if the employee has a sick or annual leave balance remaining. Absence is considered "excessive" when an employee is away from work to the extent that completion of normal work requirements is adversely affected. Excessive absence includes, but is not limited to the following:
 - a) Unexcused absences totaling 6 or more occurrences (excluding approved Family and Medical Leave) in the preceding 12 month period.
 - i. In the event an employee has 6 or more occurrences of unexcused absences in the preceding 12 month period, a doctor's note must be presented to the employee's immediate supervisor upon return to work.
These absences may have been excused or unexcused and caused by medical or other reasons. An employee must be notified that absences are excessive before such incidents can be considered for disciplinary action, up to and including termination. A supervisor may not designate medical-related or Family Medical Leave Act absences as excessive without the concurrence of Human Resources.
 - a) Instances of unexcused absenteeism may result in disciplinary action.
 - b) Additional absences beyond those that trigger disciplinary action may result in additional disciplinary action.
- 3) A pattern of absence exists when an employee's absences occur with a common factor (day of week, day before/after holiday or weekend, etc.) at least 3 times within 3 months. For instance, an employee who is regularly absent from work on a Monday, a Friday or the day before or after a holiday may be viewed as displaying a pattern of absence. Employees exhibiting a pattern of absence may be subject to disciplinary action.

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- 4) An incident of no-call, no-show occurs when an employee both fails to report for work at the start of a scheduled work shift and fails to notify the supervisor or designated person before the start of the work shift that he or she plans to be absent. Employee failure to report to work or call in for 3 consecutive scheduled days will be considered a voluntary resignation. Repetitive but non-consecutive incidents of no-call, no-show may result in disciplinary action.

Section E: Employee Attendance/Punctuality Obligations

- 1) In any situation where an employee is unable to report or may be delayed in arriving for work at the assigned time and place, the employee must contact the immediate supervisor or other designated person in accordance with the supervisor's requirements. It is the responsibility of each supervisor to establish and communicate to his/her employees the protocol for calling in absent or late. If no specific protocol has been established, the employee must contact the immediate supervisor within 30 minutes of the start of the scheduled work shift. Except in the most unusual situations, the employee is expected to make the call personally, provide a projected length of absence, and explain reasons for the absence or lateness. Failure to call in absent or late in accordance with these regulations may result in disciplinary action.
 - a) Speaking directly with their supervisor or someone in their department's chain of command is the strongly preferred means of communicating delayed arrival and/or inability to report. When an employee is unable to report or is delayed, he/she must make an attempt to speak directly with their supervisor, or a supervisor in their unit, unless their department policy otherwise directs.
 - b) If an employee has made an attempt to speak directly with their supervisor or someone in the chain of command and has not been able to reach them the employee may make notification using text messaging, and/or voice messaging and/or email.
- 2) All Facilities Services employees are expected to report for work on time and stay through their scheduled shift. When an employee fails to report to work at the specified starting time, he or she is considered a "late arrival." When an employee fails to stay through their scheduled shift, he or she is considered an "early departure".
- 3) Excessive late arrivals/early departures or patterns of frequency will be grounds for disciplinary action with the severity of the disciplinary action depending upon the severity and impact of the late arrivals/early departures on individual or departmental work performance. Excessive late arrival/early departures includes but is not limited to the following:
 - a) 3 incidents of late arrivals/early departures within a 3 month period
 - b) Additional instances of late arrival/early departures beyond those that trigger disciplinary action may result in additional disciplinary action.