



ATTENDANCE POLICY - HOURLY PERSONNEL

Certain situations may arise that cause an employee to unexpectedly miss some or all of a day of work. These unplanned absences should be minimized to reduce increased pressures on staff who are providing services to students, faculty and staff. Good attendance is an essential requirement to the success of our teams and we expect employees to report as scheduled and be ready for work at the scheduled start time.

Due to the hardship created by missed punches and excessive unplanned absences and short shifts, these events will receive occurrences or “points”. Excessive accumulation of occurrences may trigger disciplinary action at certain intervals, as outlined below.

Definitions:

- Unscheduled Absence - Any unexpected absence which was not scheduled and approved in advance per departmental policies; regardless of the reason or the lack of fault of the employee and/or whether the employee receives pay for the time off. Additionally, if an employee does not have a leave available to cover time missed, it will be counted as an unscheduled absence. Leaves may include vacation, sick, personal, jury duty, funeral leave, military leave, family and medical leave, and work-injury related leave.
- Call Out Violation – Improper notification of department manager regarding a full or partial day absence. See Call-Off Notification Procedures section below for details.
- Occurrence - A numeric value assigned to an unscheduled absence or call-out violation. Occurrences accumulate and may trigger disciplinary action.
 - Single day absences equal one (1) occurrence.
 - An absence of multiple consecutive days due to the same illness or injury up to 3 days will be counted as one (1) occurrence.
- No call/no show - An unscheduled absence from work without notifying management before or within the first hour of the shift.
 - Any one day of no call/no show will be considered as three (3) occurrences.
- Tardy/leaving early - Reporting to work one (1) or more minutes after your scheduled starting time or leaving work one (1) or more minutes prior to your scheduled ending time, unless approved by your manager or supervisor in advance. Each “tardy or leaving early” will earn occurrences as follows:
 - 1/2 occurrence: Tardy by 1 minute up to 50% of your shift, or early outs of 1 minute up to 50% of your shift.
 - 1 occurrence: Missing more than 50% of your shift, as defined under “Absence” above.
- Missed Punch – Failure to record the start or stop time of work on the time clock when the employee is at work. Each missed punch counts as .25 of an occurrence.

Call-Off Notification Procedures:

If you are unable to report to work as scheduled, it is your responsibility to call and speak to your manager or supervisor. If they are unavailable, use your best judgement to contact another person in the chain of command. Telephone is always preferred. Your manager will let you know if text messaging, emails, or any other form of communication besides phone calls are acceptable.

If you will be absent for longer than one day, you will be required to keep your manager informed of your status on a daily basis, unless directed otherwise by your manager. In the case of absence(s) due to illness, managers may require a physician's note. For an unscheduled absence of three or more consecutive days, a physician's note is required.

Attendance Standards:

Absences, no call/no shows, tardy/leaving early are accumulated and counted in a rolling twelve (12) month period of actual time worked, and will expire twelve months from the date of the initial incident. For example, if you are not scheduled to work in the summer, we will look back at 12 months of actual time worked.

1. Constructive counseling for absenteeism will be as follows:
 - After accumulating 4 occurrences in a rolling 12 month period: **Verbal Documented Warning**
 - After accumulating 6 occurrences in a rolling 12 month period: **Written Warning**
 - After accumulating 8 occurrences in a rolling 12 month period: **Review for Termination** which may lead to termination of employment
2. Per our Paid Holidays policy, you will not be eligible for holiday pay if you have an unscheduled absence the day prior to, the day of, and/or the day after a holiday.
3. We reserve the right to require a medical clearance and/or verification from your health care provider any time you miss work due to medical reasons not protected by the FMLA.
4. Employees who display a pattern of unplanned absences may be subject to additional conversations and/or disciplinary action.

Attendance Records

Attendance records will be tracked in the timekeeping system. Employees may view their attendance record in the timeclock system or speak to their manager.

Requests for Time Off Procedures:

All requests for time off must be made electronically or in writing, in accordance with departmental policy.

- Written requests by different employees for time off for the same dates/times will be considered in the order they are received.
- All requests for time off will be considered in light of departmental, operational and business needs. A request for time off does not guarantee that it will be granted.

Attendance Policy Exceptions

Absence because of approved Worker's Compensation claims, bereavement, jury duty, or military duty, are

exempt from disciplinary action. Bereavement, jury duty and military exemptions require proper documentation to be given to a manager within 48 hours of the absence. All regular leave usage provisions apply. See the Staff Handbook for details.

Absences due to qualifying reasons protected by FMLA will not be counted and will not result in the accumulation of occurrences, provided you comply with your responsibilities under this law, the Call-Off Notification Procedures included herein, and the College's policies and procedures regarding leaves of absence.

Schedules

Employee schedules are carefully planned by department leadership based on the department's needs and particular job requirements. Employees with varying weekly schedules will have the schedule for the following week communicated by end of shift on Thursday of the current week.

Employees must contact their immediate supervisor within 24 hours of the schedule being posted if they anticipate a problem fulfilling the posted schedule.

Occasionally, employees may be able to switch shifts with another, with prior management approval. In such cases, the employees switching must have equivalent skill sets and the switching cannot result in overtime. Changes or substitutions to the work schedule can only be made by the department manager or designated supervisor.

Employees may be expected to perform some weekend, holiday, and/or overtime work due to Campus activities and department needs. Adequate notice will be given.