

Employee Attendance

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Purpose

Employee work attendance has a direct effect on the ability of a department or work unit to perform work and/or provide services in support of ASI's mission. The Policy on Employee Attendance has been established to assure that:

- There is consistent enforcement of attendance regulations and consistent application of corrective action on a corporate-wide basis.

- Appropriate corrective action is taken at the lowest level sufficient to address attendance concerns.
- Clear steps are followed so that supervisors and employees may discuss attendance problems affecting the work unit and its productivity and provide adequate time for employees to correct attendance deficiencies.

Policy Statement

It is the policy of the Associated Students, Incorporated 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. Excessive absenteeism and tardiness disrupt normal operations and place an extra burden on fellow employees. Abuses, therefore, will be subject to disciplinary action.

Unless otherwise noted below, this policy is applicable to all employees of the Associated Students, Incorporated, including full-time, part-time, work-study, student assistant, and temporary employees.

Who Should Know This Policy

- | | | |
|--|---|---|
| <input type="checkbox"/> Budget Area Administrators | <input type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Absence	When an employee misses one or more consecutive scheduled workdays for a single reason
Excessive absence	When an employee is away from work to the extent that completion of normal work requirements is adversely affected.
Failure to remain on duty	When an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds a break period without authorization.
No-call, no-show	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 within 30 minutes of the start of the work shift of an intention to be absent.
Overtime	Hours worked by a non-exempt employee in excess of eight in one day or 40 in one week.
Pattern of absence	When an employee's absences occur with a common factor (day of week, day before/after holiday, etc.) at least three times within six months.
Tardiness	When an employee fails to report to work at the scheduled starting time.
Unauthorized absence	An absence for which the employee's supervisor/department has not been properly notified.

Regulations

1.0 Office Hours

The standard office hours of the Associated Students, Incorporated are 8:00 a.m. to 5:00 p.m., Monday through Friday. All offices and work units must be open and adequately covered for efficient operation and service from 9:00 a.m. to 4:00 p.m., 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 employee's needs.

1.1 Flexible Scheduling

ASI permits flexible scheduling, which allows full-time employees to select their own daily hours of work, within the limits of their department's environment and job responsibilities, subject to the approval of their supervisor and division Director. The practice involves expanding individual work hours to permit earlier or later arrivals and departures. Flexible Scheduling does not shorten the number of hours an employee must work. It simply allows more flexibility in setting employees' work schedules for the mutual benefit of ASI and the employee.

Under flexible scheduling, employees' work schedules may begin and end up to one (1) hour earlier or later than the standard office hours specified above. Employees may also elect to take a half hour lunch break instead of the traditional one-hour lunch period. Employees electing the half hour lunch period may begin work a half hour later or leave work a half hour early.

Flexible schedules must be approved, in advance, by the supervisor and division Director using the Request for Flexible Schedule form. Employees working flexible schedules will be held to the same attendance/punctuality requirements as employees working the standard office hours.

It is recognized that many staff employees do not work on the "day" shift and others work schedules that vary from the traditional 8-5. The same flexibility (one hour either side of starting and quitting time, and a half or full hour lunch break) may be made available to employees who work other schedules, with the approval of the supervisor and the Division director.

The flexible schedule option does not allow regular workdays in excess of eight (8) hours per day.

2.0 Employee Work Shifts

ASI's workweek begins at 12:01 a.m. on Sunday and concludes at midnight on the following Saturday. There are two shifts: shifts between the hours of 6:00 a.m. and 6:00 p.m. are considered day shifts; shifts between the hours of 2:00 p.m. and 12:00 midnight are considered evening shifts. Unless otherwise stipulated in an approved job description, each full-time, non-exempt employee shall be assigned to a regular work shift. Work shifts for full-time, non-exempt employees shall be 40 hours per week including hours worked and all authorized leaves.

Work schedules for exempt employees may fluctuate from week to week based on workload and program requirements, but on average shall be a minimum of 40 hours per week including hours worked and all authorized leaves.

Work shifts for temporary, seasonal, and part-time employees shall be established on an individual basis and may vary from week to week based on such factors as workload demands, amount and type of available funding, and employee skills.

Supervisors may require that a full-time employee occasionally adjust his or her work schedule in order to meet the special needs of ASI and/or a particular department. Supervisors are required to provide this notification as far in advance as possible and to limit recurring requests. The employee will be given as much advance notice as possible, and in most cases no less than 24 hours. Employees must obtain advance approval from supervisors for leave, overtime worked, and work schedule changes in all cases except unplanned personal and family sick leave. In those instances, the employee is required to obtain approval upon return to work.

2.1 Break and Meal Periods

Each workday, non-exempt employees are entitled to one rest period of 10 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.

Non-exempt employees are provided with one meal period for a minimum of 30 minutes for each workday that exceeds six (6) hours. Meal periods must be taken within the first five hours of the work schedule. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Total Work Schedule (Hours)	Number of Rest Periods	Number of Meal Periods
Less than 3.5	0	0
3.6 to 4.0	1	0
4.1 to 6.0	1	0
6.1 to 8.0	2	1
Over 8.0 hours	Use formula of one rest period per 4.0 hours of work and one meal period per 6.1 hours of work	

Rest and meal periods do not accumulate, nor do any rights accrue for overtime if rest and meal periods are not taken. They may not be taken in the initial or final half hour of a work schedule. State law imposes a one-hour penalty payment at the employee's regular rate of compensation for any entitled meal period(s) or for any break(s) not provided during the workday. An employee must obtain permission from their supervisor prior to working through a rest or meal period. Supervisors are responsible for scheduling rest and meal periods for employees under their supervision. A current copy of the California Wage Orders is posted on the Human Resources Bulletin Board.

Refer to the California Wage orders for rules governing on-duty meal periods.

2.2 Overtime

It is expected that employees be willing to work additional hours and/or overtime when needed. Overtime occurs whenever a non-exempt employee works in excess of eight (8) hours in any one workday or in excess of forty (40) hours in a workweek.

All overtime work by a non-exempt employee must be authorized in advance by the employee's supervisor. Supervisors must let each employee know if they are authorized to

work emergency overtime and how they are required to notify their supervisor if they do. Because unauthorized overtime is against ASI policy, employees who work unauthorized overtime shall be subject to disciplinary action.

3.0 Attendance Reporting

All hours worked by non-exempt employees must be recorded through use of the automated timekeeping system approved by ASI. Hours worked may not be deferred to a later pay period or recorded elsewhere. Non-exempt employees must also record time taken off for breaks or partial day absences of any kind. Exempt employees are required to record their presence at the workplace and need not record breaks, meal periods, or time of departure. Exempt employees are required to notify their supervisor, either by e-mail or telephone, when they are not ready and available for work, have personal appointments outside of the office, take vacation, sick leave, personal holidays, or are attending business-related events off-campus.

Automated timekeeping records shall be produced for all employees on a daily basis. Employees' timekeeping records will be monitored and approved by each supervisor using the timekeeping system. Supervisors are responsible for editing, correcting, approving and submitting all timekeeping records for employees under their supervision.

All attendance recordkeeping must remain on work premises and must be accessible to management at all times. No one other than the employee, his/her immediate supervisor, or Human Resources staff may enter information into an employee's personal timekeeping record. Alteration, forgery, destruction, or falsification of any timekeeping record may result in disciplinary action up to and including termination. Staff attendance records will be reviewed continuously.

4.0 Absences

Generally, an "absence" occurs when an employee misses one or more consecutive scheduled workdays for a single reason (i.e., flu, family illness, hospitalization). ASI requires advance notification of absences, but shall not require more than 24-hours notice in order for an absence to be considered "authorized". In cases of absence for medical reasons, the supervisor may request medical certification to justify excusing an absence of three or more consecutive days.

4.1 Unauthorized Absences

An absence shall be considered "unauthorized" whenever the employee's supervisor and/or department has not been properly notified. Responsibility for excusing an unauthorized absence shall rest with the immediate supervisor. Supervisory discretion should be exercised depending on the severity of the violation. The supervisor should take into consideration any mitigating circumstances and the employee's overall attendance record when making the decision. Unexcused absence may be recorded as leave without pay at the discretion of the supervisor. Otherwise, it must be charged to the employee's sick leave or vacation accrual as appropriate.

An "unauthorized" absence also occurs when a supervisor does not accept as reasonable an employee's explanation for an absence or lateness. However, a supervisor may only designate a medical-related absence as unauthorized after gaining concurrence from the Human Resources Manager. Using the Employee Counseling Action form, the supervisor shall notify the employee in writing that the absence was not excused because it was unauthorized and that it will be submitted as unapproved leave without pay. A copy of the Employee Counseling Action form shall be placed in the employee's personnel file.

4.2 Excessive Absence

Absence is considered "excessive" when an employee is away from work to the extent that completion of normal work requirements is adversely affected. 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. A supervisor may not designate medical-related or Family Medical Leave Act absences as excessive without the concurrence of the Human Resources Manager.

4.3 Patterns of Absence

A pattern of absence exists when an employee's absences occur with a common factor (day of week, day before/after holiday, etc.) at least three (3) times within six (6) 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 will be subject to disciplinary action.

4.4 No Call - No Show

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 within 30 minutes of the start of the work shift that he or she plans to be absent. Employees who do not report to work or call in for three (3) consecutive scheduled days will be considered to have terminated their employment. Repetitive but non-consecutive incidents of no call – no show will result in disciplinary action.

Based on the requirements of the position and the need for scheduling replacement personnel, supervisors are authorized to require more than 30 minutes advance notice of an employee's intent to be absent. In such cases, the supervisor must provide the employee with written notification of this requirement and submit a copy of the notification to the Human Resources Office for placement in the employee's personnel file.

4.5 Chronic Pattern of Excessive or Unauthorized Absences

A chronic pattern of excessive or unauthorized absences exists when an employee's absences from work, whether excused or not, have a serious negative effect on a department's ability to provide service. These absences can be for medical or non-medical reasons. If the absences are for medical reasons, requirements under federal or state law may dictate that certain absences not result in disciplinary action. Departments must consult the Human Resources Manager regarding such determinations. In cases where there is a chronic pattern of excessive or unauthorized absence, notice will be given to the employee that his or her chronic absences are a hardship on the work unit and that additional requirements must be met in order to receive approved leave. These requirements include:

- Two weeks notice for use of vacation leave, personal holiday, or personal necessity leave
- Documentation to support other paid leave (funeral leave, jury duty, etc.)
- A physician's statement verifying incapacitation, medical reasons for an absence, and the anticipated date of return when sick leave or leave without pay is requested.

After notice of a chronic pattern of absences has been given, another incident of unauthorized or excessive absence shall result in disciplinary action at the next higher step of progressive discipline. If continuing absences result in leave without pay in two consecutive pay periods, even absences justified by a physician's statements may not be excused. In this case, the next higher step of progressive discipline may be applied.

When an employee has been placed on "chronic absence" restrictions, the supervisor should complete a regular review of the employee's attendance record at least every six months. The supervisor may lift these restrictions if the employee corrects the chronic pattern of absence. An employee may request a review of his or her status related to chronic absence restrictions, if the supervisor does not initiate one. Supervisors should notify employees in writing regarding their status following each regular review.

5.0 Employee Attendance/Punctuality Obligations

5.1 Calling In Absent or Late

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.

5.2 Tardiness

All ASI employees are expected to report for work on time. When an employee fails to report to work at the specified starting time, he or she is considered "tardy". A five minutes grace period will apply before an employee is considered "tardy". Tardiness will be considered "excessive" when it occurs more than three times in a given pay period for two or more consecutive pay periods. Excessive tardiness may be grounds for disciplinary action, depending upon its severity, frequency, and impact on individual or departmental work performance.

Employees who are chronically unable or unwilling to report to work on time present a hardship to other employees and customers. Employees receiving corrective action under this policy are expected to improve their attendance/punctuality. Failure to improve and/or sustain improvement shall result in the employee receiving additional counseling, up to and including separation from employment.

5.3 Failure to Remain on Duty

An incident of failure to remain on duty occurs when an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds a break period without authorization. Incidents of failure to remain on duty will be treated in the same manner as unauthorized absences (Section 4.1).

6.0 Responsibilities

6.1 Directors' Responsibilities

ASI Division Directors are responsible for the following:

- 1) Determining work schedules for employees in their respective divisions, based on workload requirements.
- 2) Ensuring that divisions will be staffed to provide services to ASI's customers and other functions during established business hours.
- 3) Determining if supervisors or employees are complying with the policy and
- 4) Taking corrective action.

6.2 Supervisors' Responsibilities

Department or work unit supervisors are responsible for the following:

- 1) Approving individual work schedules and subsequent deviations consistent with the needs of ASI or the respective department.
- 2) Utilizing the ASI-approved time recording method and ensuring that the employee signs all attendance documents.
- 3) Accounting for the scheduled work hours of their subordinate employees.
- 4) Providing written notification of approval/disapproval on deviations from the established work schedule to the employee and the Human Resources Office.
- 5) Controlling overtime as required outside the employee's work schedule.

6.3 Employees' Responsibilities

ASI employees are responsible for the following:

- 1) Becoming familiar and complying with the Policy on Employee Attendance
- 2) Recording arrival and departure times on the approved time recording document or device
- 3) Obtaining prior approval from their immediate supervisor for leaves, tardiness, breaks, or any deviation from their work schedule.

Forms

The following are forms to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Employee Counseling Action Form	To document in writing an employee's violation of a workplace conduct regulation	Human Resources Office	Employee's supervisor, the appropriate Division director, and the Human Resources Manager. Approvals must be obtained before conducting the actual counseling session.	Within 30 calendar days of the discovery of the incident requiring the counseling action
Flexible Schedule Selection Form	To select a work schedule that differs from ASI's standard office hours of 8:00 a.m. to 5:00 p.m.	Human Resources Office	Employee's supervisor and the appropriate Division director	At least 24 hours before the start of the alternative work schedule selected