



Attendance Policy

Facility Operations and Planning
Issued: January 1, 2018 Revised: January 1, 2019

Policy Statement and Expectations

Facility Operations and Planning (FOP) employees provide important and valuable services to the

- x Arrive at work on time, and remain at work until their scheduled shift ends;
- x Respect break times and meal times;
- x Ensure there is sufficient leave available before requesting absences;
- x Plan, request, and receive approval for scheduled absences in advance;
- x Avoid excessive unscheduled absences, pattern absences, personal emergencies, and tardies;
- x Follow proper call procedures to report absences, tardies, or unexpected situations that arise;
- x Report time accurately on timesheets.

This policy details how FOP will count absences and tardies for the purposes of maintaining excellent customer service to its USI customers. The effective date of this policy is January 1, 2018 and the current revisions take effect January 1, 2019

Accommodation Statement

In implementing this attendance policy, it is the intent of the University of Southern Indiana to comply with all applicable federal, state, and local laws as amended, including but not limited to: the Family Medical Leave Act (FMLA) of 1993, the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973. Employees who believe they may require and qualify for attendance flexibility and/or excused absences under FMLA or as a disability under ADA/504 accommodation or any other accommodation are invited to communicate their need to Human Resources. Such requests for an exception to this attendance policy will be evaluated on an individual, case-by-case basis, and may require the employee to provide Human Resources with supporting documentation.

Definitions

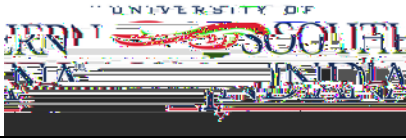
For the purpose of this Attendance policy, the following definitions will apply:

Absence– Time away from work for any reason regardless of how the time is accounted for on the employee’s timesheet.

Blackout period– Certain days designated by Facility Operations and Planning (FOP) leadership as critical times when all FOP employees are expected to be in attendance to provide important services to the University campus.

No Call / No Show- An absence in which an employee does not call in to report an absence, and/or does not show up within one hour of his/her scheduled start time.

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submitted leave request, he/she is expected to follow up with the supervisor and confirm the approval/denial of the leave request before taking the time off.

In the event a supervisor is out of the office and not available to evaluate a leave request, the second level supervisor should be consulted.

Progressive Discipline Process for Attendance

Supervisors will monitor employees' attendance on a monthly and quarterly basis and will address concerns or violations in a timely and consistent manner. Violating this attendance policy will result in the employee accruing attendance credits.



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	Occurrence	Discipline Step and Action
One (1) occurrence is equal to - 1 tardy - 1 unscheduled absence	4 occurrences per quarter	Verbal Counseling
	6 occurrences per quarter	Written Warning
	8 occurrences per quarter	Last & Final Warning
	10 occurrences per quarter	Recommend Termination

Attendance related discipline will remain active for a 12-month period. The discipline step and action will drop a level 12 months after the last action.

If an employee has been previously disciplined under the University's Progressive Discipline policy for any reason, the totality of the circumstances will be assessed when determining further action. Additionally, employees who have established a pattern of attendance related concerns may be subject to discipline even though 24-month old infractions have dropped a level if he/she continues to incur occurrences.

Pattern Absences

A pattern absence(s) may result in the absence being counted as an unscheduled absence, and may result in the accrual of an occurrence(s).

No Call / No Show

An employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled work days will be viewed as having abandoned their position and their employment will be terminated, in accordance with the University's Voluntary Resignation policy.

When an FOE employee is a no call / no show, the Lead and/or supervisor is expected to reach out to the employee as soon as practical if he/she does not report to work within one (1) hour of the scheduled shift start time. Our primary objective is to ensure the employee's safety and well-being. If contact is made with the employee, the supervisor



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Absences with No Available Leave

If an employee has no available vacation leave, sick leave or comp time to cover an unscheduled absence or a previously scheduled absence, he/she will accrue four (4) occurrences and will be subject to disciplinary action. This does not include unpaid leaves of absence protected under any law or University policy such as FMLA.

Making up Missed Time

An FOP employee that accrues an occurrence for an unscheduled absence or tardy will not be allowed to make up the missed time during the workweek in which the occurrence was accrued. Depending on the time the employee arrives to work, he/she may be required to use vacation time or comp time.



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subject to review and approval by the Director (or Associate Director) of Facility Operations and Planning in collaboration with the employee's Supervisor.

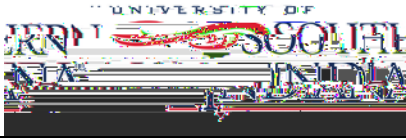
An unscheduled absence that occurs during a blackout period may be subject to verification and/or disciplinary action.

Essential Personnel

The University Handbook defines essential personnel as “

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Many FOP employees are essential personnel. In the event of any cancellation, delayed opening, or campus closing (such as during inclement weather), essential personnel are expected to report to work (or remain at work) if a closure is announced during normal work hours. Additionally, essential personnel may be required to report for essential duty (e.g., report to work before the scheduled shift start time or stay after the scheduled shift end time).



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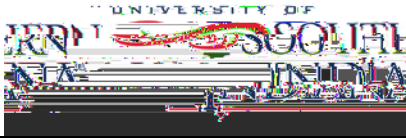
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If several employees request the same day(s) off, supervisors reserve the right to evaluate each request and determine which one(s) can be approved.

Criteria that may be considered when evaluating such requests includes, but is not limited to:

- x which request(s) was submitted first;
- x whether the department will have minimum staffing numbers to operate effectively, and
- x whether the employee followed the notice guidelines outlined in this policy.

If a department's staffing will fall below minimum staffing levels, the supervisor must notify and obtain permission from the Associate Director or Director of FOP



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Review or Revision of Policy

Facility Operations and Planning will schedule regular reviews of policies. FOP will also review particular policies when there are changes in applicable law or University policy that could affect provisions of this policy.

Policy Approval

A handwritten signature in black ink, appearing to read "James E. Wolfe".

James E. Wolfe
Director of Facility Operations and Planning

Date