FACILITIES

ATTENDANCE RECOGNITION PROGRAM

Effective date: November 1, 2008

This policy supersedes previous policy documents dated July 1, 2004, July 1, 2001 and all other related policy documents.

I. PURPOSE:

The purpose of establishing this written policy is to recognize staff members within Facilities who have perfect and excellent attendance. The Facilities organization consists of supporting units (comprised of CITA, Accounting Services, HR/Payroll) and three departments entitled: Facilities Planning & Construction, Custodial and Pest Control Services, and Facilities Building Maintenance & Operations.

II. POLICY:

The Facilities organization’s primary responsibility is to provide quality customer service throughout the University of Delaware Community. Each staff member represents Facilities by providing technical, mechanical and/or administrative services. It is important for each staff member to be here in order to provide the required services to the University of Delaware Community. This policy is written to communicate to the Facilities staff members the importance of arriving to work on time and to work their designated workweek schedule in order to provide these required services. The guidelines outlined in this policy are not all inclusive.

III. PROCEDURE:

It is imperative that all staff members read, understand, and receive a review of this program so that they are well informed of its content. Who is eligible?

All hourly staff members and staff members who work in the following classifications are eligible to participate in this program:

- Maintenance Technician
- Sr. Maintenance Technician
- Utility Worker
- Utilities Technician
- Mechanic
- Research Utilities Mechanic.
A. This program was revised effective July 1, 2004. The program is based upon a twelve (12) month period of time that begins July 1st and ends June 30th.

B. The awards are divided into two categories. The first category is an award for perfect attendance. The second category is an award for excellent attendance. The awards program is administered and prepared through the office of Facilities HR Services.

C. Eligibility criteria:

1. Perfect attendance is defined as: Zero (0) time is missed from work. The staff member always arrives to work on time.

2. Excellent attendance is defined as missing up to a maximum total of twenty-four (24) hours from work and the hours are not to exceed three instances during a twelve month period of time. The missed time includes late arrivals as well as on-the-job injuries and sickness. (Vacation time and bereavement are not counted against an employee’s eligibility towards this program).

3. New hires are eligible to participate in this program after they have completed one (1) full year of employment defined as the timeframe July 1st – June 30th.

4. Employees transferred into the Facilities organization are considered but their previous attendance record determines their eligibility for this program.

IV. REVISION DATE: November 1, 2008