FACILITIES, Real Estate & Auxiliary Services
ATTENDANCE POLICY
Hourly Staff Members

PURPOSE
The purpose of the Facilities, Real Estate & Auxiliary Services Attendance Policy encourages its staff members to arrive to work and to arrive to work on time. One of the University’s most valuable resources is its staff member. In order for this resource to be utilized, the staff member must be present to contribute his or her skills, experience, and work efforts toward the fulfillment of the organization’s many obligations. It is important for each staff member to realize the specific and valuable contribution he or she makes and to accept the responsibility of good attendance in order to maximize that contribution.

POLICY
The Facilities, Real Estate & Auxiliary Services Attendance Policy is to be administered in an atmosphere of mutual respect between the supervisor/manager and staff member (employee). It is the supervisor’s/manager’s responsibility to inform their staff member(s) of their responsibilities to be at work, their obligations to provide appropriate notification when they are absent, and the results of poor attendance.

The basic attendance principles are as follows:
- All staff members are expected to report to work on time every day they are scheduled to work;
- It is recognized that absences due to civic obligations, emergency, or bona fide sickness or injury are often beyond the control of the staff member;
- Regular attendance from all staff members is expected as a requirement of employment.

Individual staff member (employee) attendance records may often be a combination of many types of absences, including lateness. Thus, supervisors/managers are required to review the overall attendance of each employee on a regular basis. It is the supervisor’s/manager’s responsibility to communicate the results of this review to each staff member on a regular basis. Supervisors/managers must provide fair and consistent treatment of staff members in handling absences.

TYPES OF ABSENCES
Guidelines are outlined below to provide a consistent method of dealing with types of absences.

Authorized Absences
Staff members (employees) will be responsible for providing advance notification for the following types of absences, whenever possible. Documentation of an absence may be required. Where applicable, refer to the AFSCME Collective Bargaining Agreement, Article XII, LEAVES OF ABSENCE, as it pertains to the following:

- Bereavement
- Jury Duty
- Subpoenaeed Court Appearance
- On-the-Job Injury
- Military Leave
- Union Business (with prior approval)
- Approved Vacation
- Approved Personal Leave (granted in accordance with Article 12.5 of AFSCME Agreement)
- Sick Leave
- Family Leave *(refer to U/D Policy 4-37 for all staff members)*
- Medical Leave *(refer to U/D Policy 4-37 for all staff members)*

Unauthorized Absences (Without Appropriate Notification and/or Sufficient Justification)

Such absences would include:

- Failure to call in an absence
- Absence with no reason given
- Failure to submit Request For Leave Form as required by supervisor/manager

FMLA and Attendance

When a staff member’s (employee’s) status is placed on Family and Medical Leave, attendance is counted as part of the FMLA leave and therefore not subject to the attendance policy review process. Should the staff member (employee) not return the required certification form(s), or return them in accordance to the designated FMLA letter timeline, the staff member (employee) who fails to comply with the requirements of the FMLA Policy, including failing to return the required certification form(s), or complying with the terms of the FMLA leave, attendance shall be subject to the hourly attendance policy.

All other Absences

All other types of absences will be administered on a case-by-case basis. If there are questions, the supervisor/manager should consult with their Assistant Director or designee and/or the Human Resources Director.
PROCEDURES
Administering the Attendance Policy

All staff members within the Facilities, Real Estate & Auxiliary Services organization should receive a review of their attendance record, on a regular basis, by their immediate supervisor/manager. In order for supervisors/managers to effectively assess patterns of absence, it is essential that accurate attendance records be maintained. In reviewing the overall attendance record, the period to be considered should be within the immediate preceding three-month period. This does not limit the supervisor/manager from intervening sooner than the regular three-month review period in order to address attendance concerns. Historical attendance profiles may be introduced that support the attendance concerns.

The supervisor/manager should verify the reason for each absence and record the reason and the length of the absence. If the supervisor/manager has any questions about an absence, the attendance concern should be discussed with a staff member as soon as possible. Appropriate documentation may be required of the staff member. After reviewing the absence, the supervisor/manager will be responsible for counseling the staff member, regarding required documentation, and/or taking other steps of progressive discipline as appropriate. (See Progressive Discipline Policy for details).

Addressing Poor Attendance

Poor attendance may result in disciplinary action being taken. The supervisor/manager must review the individual attendance record for patterns or incidents as follows (which are not all-inclusive):

- Failure to give proper notice of absence(s) prior to the beginning of the scheduled shift.
- Friday and/or Monday, sick day patterns.
- Sick day(s) before and/or after holiday or pay day.
- Frequent and/or scattered sick days.
- Frequent lateness or early departures.

As a guideline, see below examples of absences in which a supervisor/manager may need to take disciplinary action. (See Progressive Discipline Policy for details.)

(Examples of absences: (one (1) day late; one (1) day late and out sick the next day; two (2) or more consecutive work days late or out sick two or more consecutive work days; one (1) day out sick, works the next day, then out sick the third (3rd) day.) Note: These absences are examples only, not all-inclusive.)
(AFSCME members: failure to properly notify the University of an absence for three consecutive work days is cause for termination. See Article VI, Section 6.3 of AFSCME Agreement.)

If in the judgment of the supervisor/manager, the staff member’s attendance, which includes lateness, shows little or no improvement after review, counseling, and discipline session(s), the staff member in question can be required to provide a doctor’s certification of illness. (AFSCME staff members, See Article XII, Section 12.6F of the AFSCME Agreement regarding requirement for medical certification.) This type of doctor’s certificate requirement regarding a staff member’s attendance may be used as part of the review process when assessing overall attendance. This does not excuse the staff member from receiving discipline, if applicable.

Suspensions

Note that No Time Off (NTO) suspensions in attendance discipline situations will replace a time off suspension whenever feasible. In a NTO suspension, the standard Facilities Discipline Form and/or a letter, indicating the severity of the disciplinary action and the duration of the suspension, will be given to the staff member. A copy of the discipline will also be placed in the staff member’s personnel file but the staff member will remain at work during the suspension period. In addition, a staff member shall be encouraged to seek out a Faculty and Staff Assistance Representative when an individual incurs a minimum suspension of one day NTO.

POLICY EFFECTIVE: 8/1/01
Note: Fac, Real Estate & Aux Services name change update Dec2013