

Applies to: Staff Only

Issued: 3/1/2014

Purpose

Every employee is an integral part in enabling the Marion campus to achieve its educational and service mission. Because an important component of job performance is consistent attendance, Marion campus employees need to be regularly available to perform their job responsibilities. Supervisors will provide coaching and assistance in supporting this expectation consistent with applicable state and federal law, university policy, and bargaining unit agreements.

Guiding Principle

Regular and consistent attendance is considered an important performance standard of all employees. Supervisors on the Marion campus will regularly review employee attendance records. It is a key responsibility of supervisors to identify developing attendance problems and take appropriate corrective action to change the undesired behavior.

Definitions

Fair Labor Standards Act (FLSA): The Fair Labor Standards Act establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

Exempt Staff: Staff who are not entitled to overtime pay or compensatory time off and are exempt from the provisions of the FLSA. Exempt staff members are not required to record time worked but must record time off through the submission of a request for leave. Exempt employees are paid on a monthly basis.

Non-Exempt Staff: Staff who are entitled to overtime pay or compensatory time off per FLSA. Non-Exempt staff are required to record their time worked on a timesheet, and time off must be recorded through the submission of a request for leave. Non-exempt employees are paid on a bi-weekly basis.

Planned Leave: Any leave arranged and approved by supervisor prior to taking time off.

Unplanned Leave: Any unexpected leave that did not receive prior approval and results in the use of sick leave, leave without pay, and/or vacation in lieu of sick leave.

Call-In: Complying with proper call-in procedures as determined by supervisor, work unit, and/or by the bargaining agreement.

Late Call-In: Not complying with proper call-in procedures for unplanned leave as determined by the supervisor, work unit, and/or by the bargaining agreement.

Tardiness: Not being present and ready for work in the assigned work area within five minutes of the employee's scheduled start time.

No Call/No Show: Failing to report to work as scheduled and failing to follow the proper departmental call-off procedure.

Overall Expectations

General

The expectation is for individuals to work or use approved paid or unpaid leave each week to meet the hours associated with their FTE (full-time equivalent). A 100% FTE position is a full-time, 40 hour per week position. Request for paid or unpaid leave must be submitted to the supervisor via a request for leave.

- **Non-Exempt Staff Members:** Are expected to work 40 hours per week and are to report to their assigned work area at the beginning of their scheduled shift on time and to leave and return from meals or breaks as scheduled. Staff members are expected to be working during the time they are scheduled.

Documenting Time Worked:

Non-exempt staff members have the primary responsibility to accurately record time worked and follow procedures to ensure compliance with the FLSA. This includes accurately tracking one's time through the timekeeping system and submitting leave request and supporting documentation as appropriate. Failure to do so may result in a delay in proper pay.

- **Exempt Staff Members:** Are expected to average at least 40 hours of work per week and may be required to work more than 40 hours per week to fulfill their position responsibilities. To fit the needs of the business, a standard work shift is not always possible. It is the responsibility of the exempt staff member to follow direction from management on the hours they should arrive for work to maintain regular and consistent attendance.

Reporting Unplanned Leave

All staff members are expected to comply with the specific call-in requirements of their department. All employees are required to indicate the general reason for the absence at the time of call in and on their request for leave. For absences of three consecutive days or more, medical documentation will be requested. A leave request must be submitted to the supervisor no later than the day the employee returns to work. Staff are required to notify their supervisor each day of absence unless proper documentation has been submitted and approved in advance.

Guidelines

Unacceptable attendance and leave usage are subject to the university's corrective action policies and applicable collective bargaining agreements.

Attendance Review

Any of the situations listed below occurring within a **rolling six month** period could result in an attendance review, and staff members may be subject to appropriate corrective action up to and including termination. Marion Human Resources should be consulted when attendance review is necessary, or unacceptable patterns of leave usage are identified.

Excessive absenteeism is defined as:

1. Five or more tardy occurrences.
2. Leaving work prior to the end of their scheduled shift without manager's/supervisor's approval.
3. Eighty hours or more usage of sick leave, vacation in lieu of sick leave and/or leave without pay (excludes FML and bereavement leave).
4. No Call/No Show: One occurrence of failing to report to work as scheduled and failing to follow established call-in procedures.
5. Job Abandonment: Three consecutive, scheduled work days in a no-call, no-show status.

6. Other: Exhibiting a pattern exceeding acceptable attendance standards within the review period, such as, but not limited to:
 - Absences in conjunction with a holiday, a vacation day, weekend or scheduled day off, unfavorable work assignments, and any combination of the above mentioned scenarios.

Managing Attendance Problems

Problem Solving and Support

The supervisor should work with the staff member who exhibits one or more of the attendance patterns stated above with a goal to improve attendance. Informal coaching sessions should occur between the supervisor and staff member (including union steward, where applicable). This will provide opportunities for the staff member to share issues or concerns (personal or work related) that are preventing good attendance patterns and allows the supervisor and staff member to develop an action plan to resolve the attendance problem. The counseling session agenda should include suggestions from the staff member on how she/he plans to improve her/his attendance; discussion of support she/he might receive from the supervisor; a plan to achieve attendance goals discussed; and follow-up review. The coaching session should be documented in writing. A copy will be given to the staff member, a copy will be placed in the manager/supervisor working file, and a copy will be placed in the employee's personnel record in the Human Resource Department.

Referral

Family Medical Leave Act (FMLA)

If the employee's reasons for absences or frequency of absences indicate the presence of a family medical leave condition, the supervisor will advise the employee to speak with Marion Campus Human Resources to make the determination of possible eligibility for FMLA. Once approved for FML, all applicable time off work is to be documented as FML via the request for leave and is not subject to the corrective action process.

Ohio State Employee Assistance Program

If the employee discloses problems of a personal nature, the supervisor should refer the employee to the Ohio State Employee Assistance Program and/or Human Resources Office.

Responsibilities

Staff Member Responsibilities

- Regular and timely attendance
- Accurate recording of work and non-work time in order to ensure accuracy of payroll records
- Awareness of department-specific procedures regarding start times, breaks, meal periods, and reporting an unplanned absence
- Timely communication with supervisor regarding time off needs in accordance with call-in procedures and applicable policies

Supervisor Responsibilities

- Clear communication to all staff of department-specific procedures regarding start times, breaks, meal periods, and reporting unplanned absences
- Maintain accurate attendance records
- Counsel/coach staff members exhibiting poor attendance patterns
- Accurate documentation of employee's attendance throughout the performance management process
- Administer corrective action consistently
- Consult with Marion Campus Human Resources as needed

Marion Campus Human Resource Responsibilities

- Work with supervisors and staff members to effectively manage attendance
- Provide training to supervisors as needed
- Communicate policy updates to staff members and supervisors
- Serve as resource to both staff members and supervisors on applicable state and federal laws, university policy, and bargaining unit agreements