

SUBJECT: Facilities & Safety Attendance Policy for Non-Exempt and OPS Employees	Effective Date: 4/27/16	Policy Number: FSP 2016 FS0008	
	Supersedes: FSP 2013 RM0010	Page 1	Of 6
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all non-exempt and OPS employees within the Facilities and Safety (F&S) domain of Administration and Finance (i.e., Associate Vice President’s Office, Environmental Health and Safety, Facilities Operations, Facilities Planning and Construction, Landscape and Natural Resources, F&S Human Resources, Quality Management and Improvement, Resource Management, Sustainability Initiatives, and Utilities and Energy Services). The Work Control Center and Special Project Teams are held to stricter requirements based on the need for 24/7 operational coverage.

Department directors have latitude to approve exceptions to this policy with documented justification.

POLICY STATEMENT:

Regular attendance and promptness are everyone’s responsibility, and are directly related to work performance. Employees are expected to report to their assigned work areas, as scheduled, on time and prepared to work. Failure to do so will result in progressive disciplinary action. Full-time, non-exempt USPS employees are expected to work 40 hours per week; may be required to work overtime hours as determined by their supervisors; and are subject to the provisions of the Fair Labor Standards Act (FLSA).

DEFINITIONS:

Absence: Any scheduled work day that an employee is not at work.

Early Out: Leaving work with or without authorization before the end of an employee’s scheduled shift.

Excessive Absence or Tardiness: Frequent absences or failures to report to work on time that may cause delays in work production; that may result in other employees performing the duties of the absent/tardy employee in addition to their own; or that could otherwise create an undue hardship on the work group or team and have a significant impact on operations.

Flexitime: A scheduling arrangement that permits variations in an employee's starting and departure times but does not change the total number of hours worked in a week. Note: Generally, most employees work a fixed shift. Flexitime is authorized on a case-by-case basis and must have advance written approval from the department director or designee.

Full Instance: A single occasion when an employee is more than 30 minutes tardy; absent; leaves work more than 30 minutes prior to the end of the shift; or reports a missed punch more than 30 minutes after the beginning of a shift.

Note: Returning late from scheduled work breaks will follow the same criteria in the application of instances.

Half Instance: A single occasion when an employee is tardy 30 minutes or less or leaves 30 minutes or less prior to the end of the shift. Missed punches when reported within 30 minutes of the start of the shift are considered a half instance.

Leave Without Pay (LWOP) – Unapproved: Unpaid absence from work that has not been pre-approved in writing by the appropriate supervisor or manager. This does not include employees on approved Family Medical Leave or Workers' Compensation-related absences.

No Call/No Show (NCNS): The failure to secure approval for an absence from work during the established shift or work period. Included under this standard are absences that are not reported to management in accordance with departmental or University guidelines. The failure to secure approval for consecutive absences of three (3) or more days shall be considered job abandonment in accordance with UCF Regulation 3.0191(5)(a), and will result in Termination.

Overtime: Actual hours of work, excluding holidays and leave with pay, in excess of forty (40) hours during the established workweek. Overtime is always computed on a 40-hour workweek basis (Friday-Thursday), not on a daily basis. Employees may be required to work overtime in emergency situations, as determined by their supervisors. Kronos[®] will automatically round the employees' time up to the next quarter (.25) hour when the time worked exceeds 7 minutes outside their daily schedule. All overtime must be approved by the supervisor and the next level manager. Failure to acquire approval will result in appropriate Corrective Action.

In emergency situations or based on operational needs, supervisors reserve the right to require employees to work overtime without advance notice.

Patterned Absences or Tardiness: Those absences or tardiness that occur as a "pattern" of absence by the employee, such as, but not limited to:

- Recurring absences on the day preceding or following the employee's regular day(s) off
- Regular absences or tardiness on a particular day of the week
- Frequent absences or tardiness which fall on similar days or times of the month
- Absences on days immediately before or after a holiday or annual leave
- Absences that occur with such frequency as to constitute a hardship on the office/department

Tardiness: Failure to report for duty at the time scheduled and/or failure to return to duty promptly at any time during the normal schedule (e.g., lunch and breaks). Hourly (non-exempt) employees are required to clock in no more than **five (5) minutes** prior to their official scheduled start time, and have a grace period of **two (2) minutes after** the official scheduled start time. **Three (3) minutes** after the scheduled time is considered tardy.

Work Time Recording: A method to measure the duration of time a worker spent on his or her job. Non-exempt and OPS employees must fully and accurately record all time worked each day, without exception. For hourly employees, Kronos® time clocks are the approved method to record official hours worked.

POLICY:

The intent of this policy is to provide employees and supervisors with guidelines defining acceptable and unacceptable attendance for performance measurement purposes. This policy is also designed to provide supervisors and managers with a uniform and consistent program for dealing with attendance deficiencies and other related attendance issues.

The University has a right to expect that employees will be available to perform work with a reasonable degree of regularity and to conduct their personal business using accrued annual leave, without the need to resort to the use of unapproved Leave Without Pay (LWOP) or unauthorized absences.

Attendance is expected in order to ensure adequate staffing, maintain positive employee morale, and to meet expected productivity standards throughout the organization. Attendance is an essential part of an employee's performance, and excessive call-ins or other attendance concerns will be addressed in the employee's performance appraisal.

If an employee is unable to report to work due to illness or for emergency reasons, he or she is expected to follow his or her departmental call-in procedures. Each department within the Facilities & Safety domain shall create a written Standard Operating Procedure (SOP) for call-in, exceptions, and other attendance-related procedures. These procedures shall be shared, trained, and acknowledged (in writing) by each affected employee within the department. Note that such SOPs shall be subject to changes and additions based on the operational needs of each Facilities & Safety department.

In situations where positions are highly critical to operational needs, employees may be disciplined for absenteeism or tardiness in accordance with UCF Regulation 3.0191. Unauthorized absences from work that have not been approved in writing are considered LWOP. All unauthorized absences will be noted in the employee's record and documented as LWOP on the timesheet and may result in Progressive Discipline up to and including termination.

Examples of unscheduled LWOP may include, but are not limited to: No Call/No Show; calling in sick and not having enough sick leave to cover the absence; not returning from approved leave before exhausting annual leave balances; and any other situation when the employee does not have enough accrued leave to cover his or her absence. Note that this does not apply to approved Family Medical Leave or Workers' Compensation-related absences.

Hourly employees are required to clock in and clock out personally, as scheduled, and at their designated work location. Clocking in or out for someone else is prohibited and is considered fraud, and can result in Termination. Missed punches are considered instances and are subject to Corrective Action as per this Attendance Policy.

Employees are subject to disciplinary action for the following attendance issues and failure to follow appropriate reporting procedures:

- Early Outs
- Excessive absences
- Excessive tardiness
- Failure to follow the appropriate call-in procedures
- Improper time recording (missed punches, unauthorized overtime, etc.)
- LWOP (unapproved)
- No Call/No Show (NCNS)
- Patterned absences
- Patterned tardiness
- Unauthorized absences

Supervisors shall be held accountable for tracking all attendance instances and for administering the appropriate Progressive Discipline as per this Attendance policy.

Types of Corrective Action: (Progressive Discipline)

- **Oral Reprimand:** The supervisor discusses the infraction with the employee, with the emphasis on correcting the employee's behavior. A written confirmation of an Oral Reprimand will be kept in the employee's personnel file.
- **Written Reprimand:** For more serious or repeated cases of infractions, the supervisor, with the approval of the second level supervisor, will counsel the employee as to the correct and expected behavior, and will record the circumstances of the violation in a memorandum form, giving the original to the employee and sending copies to Facilities and Safety Human Resources and Central Human Resources.
- **Suspension:** The Suspension of an employee shall normally be based on the recommendations of the supervisor and approved by the director or department head. The Associate Vice President of Human Resources or his/her designee will issue all Suspensions.
- **Termination:** When less severe actions fail to correct an employee's job-related behavior, or when the offense requires immediate separation from employment, a Termination Action should be taken. If authorized by the Associate Vice President of Human Resources or his/her designee, an employee may be placed on administrative leave, with or without pay, pending investigation.

Corrective Action shall be taken as outlined below:

- Beginning with 3 or more instances in any 30 day period
- Beginning with 6 or more instances in any 90 day period
- Beginning with 9 or more instances in any 180 day period
- Beginning with 12 or more instances in any 365 day period

The disciplinary progression will be:

1. Oral Reprimand
2. Written Reprimand
3. Suspension (three days)
4. Termination

Any twelve (12) month period free from Corrective Action will result in the Corrective Action progression beginning again at the first step for any future disciplinary actions.

Supervisors are encouraged to counsel their employees (documented in writing) prior to a formal reprimand taking place.

In accordance with the UCF “Handbook for A&P and USPS Employees, Chapter 4: Leave and Attendance – Sick Leave,” after an absence of three (3) workdays in any 30-day period, an employee’s supervisor may notify the employee of the requirement that a medical excuse will be necessary before authorizing any additional use of sick leave. The medical excuse requirement will remain in effect until discontinued by the supervisor.

Note that a follow-up medical appointment that occurs within five (5) workdays of the first medical appointment will be excused with a doctor’s note and will not count as an additional instance.

Leave Without Pay (LWOP): In cases when the employee does not have enough accrued leave to cover his or her unauthorized absences, progressive discipline will be applied. (This does not apply to approved Family Medical Leave or Workers’ Compensation-related absences.)

Note: One (1) instance of LWOP will result in an Oral Reprimand or the next step in the Progressive Discipline process.

No Call/No Show (NCNS): Unauthorized absence for the established shift or work period without any communication. Instances of NCNS will result in the application of Progressive Discipline as follows:

- One (1) NCNS absence within any 12 month period: Written Reprimand
- Two (2) or more NCNS absences within any 12 month period: from Suspension up to and including Termination
- Three (3) or more consecutive absences (days): Termination. Employees will be deemed to have abandoned their positions, with the understanding that they will not be eligible for rehire.

The following employee absences, if preapproved, are NOT subject to disciplinary action:

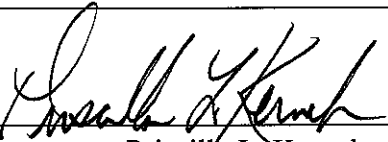
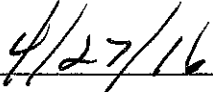
- Annual leave
- Bereavement
- Disability
- Family Medical Leave (FMLA)
- Jury duty
- Military active duty or training
- Parental leave
- Personal holiday
- Workers' Compensation
- Other approved absences covered by contract or policy provisions

Standards for Disciplinary Action: Below are the standards for the administration of disciplinary actions for various types of offenses. Latitude within each category is given to the department director, with consultation from Facilities & Safety Human Resources. Previous offenses will be considered when determining the level of discipline to impose, subject to the following:

- After two (2) years have elapsed from the date of a Written Reprimand or one (1) year has elapsed from an Oral Reprimand, such reprimands will not be used for escalating the level of disciplinary action, but will be referenced. For purposes of this policy, any twelve (12) month period free from Corrective Action will result in any future Corrective Action beginning again at the first step.
- Suspensions and Written Reprimands in Lieu of Suspension can be used indefinitely, with no time limit whatsoever.
- These standards do not preclude the imposition of more or less severe penalties, depending upon all circumstances surrounding a particular incident.
- Disciplinary Corrective Action will follow the appropriate UCF regulations.
- Employees shall be furnished with a copy of disciplinary entries placed in their official personnel file.

RELATED LINKS:

http://www.regulations.ucf.edu/docs/notices/3.0191DisciplinaryAction-USPS_finalJun09_000.pdf

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	 4/27/16