



*Institutional Compliance Procedure*

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| Title: Working Hours and Leave        | Policy Number: ICO 51.00                        |
| Reference: HSC EP 70.01, HSC EP 70.06 | Effective Date: October 24 <sup>th</sup> , 2017 |

**Policy Statement:**

The purpose of this internal procedure is to outline the process for guidelines to working hours, absences and to reduce tardiness.

**Procedure:**

Employees are paid for the work performed as regulated under applicable state and federal laws. Employees are expected to work their regular scheduled shift.

**Working Hours**

The Office of Institutional Compliance normal hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday. The department is closed on weekends, holidays and other days designated by administration. Hours are altered as determined by the needs of the University. Non-exempt employee hours are from 8:00 am to 5:00 pm, Monday through Friday, or as assigned by supervisor. All non-exempt employees must use the time clock when they arrive in the morning, leave/return for lunch time, and at the end of the work day.

**Tardiness**

Under the New Time Clock system, non-exempt employees have up to 7 minutes from the assigned times to clock in or out. Employees, who miss the time frame, must report this to their supervisor(s). **Employees who fail to clock in will be counted as being late.** All employees should plan to be at their workstations at their appointed time ready to work. If the employee anticipates being late he/she needs to inform their immediate supervisor(s) with as much time a possible via immediate form of telecommunication, i.e. telephone, cell phone, email etc.

If an employee is tardy he/she will be charged with ½ point. If the employee’s attendance is unsatisfactory, they will be subject to disciplinary action, up to and including termination.

**Absenteeism**

The Office of Institutional Compliance requires good attendance and punctuality on the part of its employees. Employees are expected to report to work on time as scheduled and to be at their workstation at their scheduled time.

Employees who are absent from work due to illness, emergency, etc. must notify their immediate supervisor by 7:00 a.m. Leaving messages with co-workers or other department staff is not acceptable notification and the absence or tardiness will be considered unreported. Be prepared to leave your name, **reason for absence** and telephone number where you can be reached.

An unexcused absence is defined as any absence that has not been pre-approved by your supervisor.

A doctor’s note will be required if the employee is out of work for (3) or more consecutive days. The document must indicate when the employee may return to work and whether there are any work restrictions.



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Excessive and unexpected absences reduce everyone's productivity and affect supervisors' and managers' ability to plan work. All absences from work will be considered "chargeable", unless listed in the following paragraph. Chargeable absences may, under circumstances explained below, result in disciplinary action. Non-chargeable absences will not result in disciplinary action.

Absences for the following reasons will be considered non-chargeable:

- Vacation
- Holidays
- Holiday Comp
- Jury Duty
- All other approved time/leave according to HSCEP OP 70.01- Leaves of Absence

### **Point System**

If an employee is tardy he/she will be charged with ½ point.

If an employee has an unexcused absence he/she will be charged with 1 point.

- 3 points equals a warning disciplinary action
- 5 points equals a final warning disciplinary action
- 6 points equals a termination disciplinary action

Points are accumulated on a rolling six (6) month time period meaning that points accrued in month # one fall off on the first of month # seven.

### **Lunch/Breaks**

Lunch break must be taken at the assigned time:

11:00 am – 12:00 pm

12:00 pm – 1:00 pm

Deviation in lunch hour must be approved by supervisor(s).

According to TTUHSCEP OP 70.06 - Employee Working Hours and Holidays, "A full-time regular employee may be given one or two 15 minute rest periods per day. Whether or not rest periods are granted, the frequency, regularity and scheduling depends on the nature and urgency of work to be done and are subject to the approval of the employee's supervisor(s)." **Breaks are not to be combined with the lunch hour.**

Rest periods and lunches not taken do not accrue and cannot be accumulated to make up lost time. Lunch time cannot be taken at the end of the day to allow the employee to leave early. (HSC EP 70.06)

### **Overtime**

**OVERTIME IS NOT ALLOWED WITHOUT PRIOR APPROVAL BY THEIR IMMEDIATE SUPERVISOR.**



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### **Leave Requests**

Please inform you appropriate supervisor(s) via email for any preplanned time off; vacation, medical leave, wellness doctor appointments, Jury Duty, or for any time away from the workplace. At least two week notice is strongly encouraged. In the event a conflict arises, please inform your immediate supervisor to assist in a resolution. All approved requests must be entered into the Compliance shared calendar.

### **Time Sheet Submission**

1. Employees are responsible for submitting their time in Banner by the deadline and must review their time sheet prior to submission.
2. End of period time sheets should be submitted into Banner and should coincide with time entries in the Time Clock System.
3. Supervisors are to review weekly time sheets for accuracy and completion prior to submission. Any errors are to be referred back to the employee via email for immediate correction. Once time sheets are corrected, the Supervisor should approve and forward to the next level approver.
4. Entries to both Banner and the Time Clock System must be done daily as this serves as a check and balance system.
5. Time sheets are due on the 1st business day after the end of the pay period.
6. Any staff member who fails to submit their time sheets in accordance to policy will be subject to disciplinary action and possible delays in pay.

Review Date: September 2016, October 23, 2017, July 24, 2018

Revision Date: September 2016, October 23, 2017, July 24, 2018

Employee Name (printed)\_\_\_\_\_

Employee Name (signature)\_\_\_\_\_

Date\_\_\_\_\_