

Facilities Attendance Guidelines

The major goal of the Facilities Department is to insure that all campuses are maintained properly and kept in a clean and *good* operational condition. To meet this objective, it is required that the campus supervisors have the required personnel and resources available.

The following guidelines are an effort to clarify what attendance is required and expected of the employees of the Facilities Department. For the purpose of obtaining approvals, the Campus Supervisor shall be considered to be the immediate supervisor.

Timeclocks

All Campuses of the College are equipped with timeclocks. All employees of the Facilities Department are required to punch themselves in at the beginning of each shift and out at the end of their shift. If employees leave the campus for any personal reason, including a break period, they must punch out when they leave and punch in upon their return. No person may punch in or out for another person.

Payroll is adjusted using information from the timeclocks. Employees will *not* be paid for time at work unless they punch in and out. If an employee forgets to punch in/out during your work shift, he/she must contact their campus supervisor. The campus supervisor is the only person allowed to approve a manual adjustment of timeclock hours. Falsification of time sheets is subject to disciplinary action up to and including termination.

Working Hours

The standard working hours for Facilities employees are as follows:

<u>SHIFT</u>	<u>REGULAR TIME</u>
Day	7:30AM - 4:00PM
Afternoon	2:30PM - 11:00PM
Night	10:00PM - 6:30AM

These are the standard operating shifts within the Facilities Department. In order to meet the needs of the College, some employees may be required to work on different schedules as determined by their campus supervisors. No work schedules will be changed unless done so in writing by the campus supervisor. Individuals may have their work schedules modified by their campus supervisor if the following conditions are met:

1. It is in the best interest of the College. or
2. The employee requests in writing a temporary adjustment as the result of a personal emergency.

3. All Changes in an employee's work schedule, either temporary or permanent, need to be done in writing to the effected employee with a copy of this correspondence sent to the Director of Facilities.

Tardiness

All facility employees are expected to be at work for their full work shift. Employees that punch in late or punch out early cannot be paid for the time they did not work. Timecard records must be used to accurately reflect the actual time employees work on payroll reports. Employees who demonstrate a pattern of tardiness are subject to disciplinary action up to and including termination.

Break Periods

Except for the grounds crews, all other employees of the Facilities Department (unless approved otherwise by the campus supervisor) may only take breaks during the following times:

<u>SHIFT</u>	<u>BREAK</u>	<u>GROUND CREW BREAKS</u>
Day	11:30AM – 12:30PM	9:30AM - 9:45AM
Afternoon	6:30PM - 7:30PM	11:30AM - Noon
Night	2:00AM - 3:00AM	2:00PM -2:15PM

It is understood that occasional minor adjustments of this schedule may be necessitated by an employee in order to allow them to complete a required work task. However, any work group or individual that desires a permanent modification to this schedule must obtain this in writing from their campus supervisor. Any employee who leaves the campus during a break must punch out and in when they return to work.

Annual (Vacation) Leave

A request for leave form must be filled out when requesting annual leave. A Request for Leave Form must be submitted to the campus supervisor at least seven *calendar* days prior to the leave time requested. The campus supervisor will approve the annual leave request when the form is properly submitted at least seven *calendar* days in advance and sufficient other staff will be on job to meet the service needs of the College's Facilities Department. The supervisor has the discretion to count the absence as a non-paid day should the required advance notification not be submitted. The campus supervisor may also approve requested annual leave request without the seven days timeframe being met under certain emergency conditions. If approved by the campus supervisor, annual leave may be used when an employee's sick leave is exhausted. Documentation of a medical condition may be required before this approval is given.

Sick Leave-Paid Personal Leave

Sick leave may be used within the guidelines developed by the Department of Human Resources. Sick leave may not be used as annual leave. If possible, a Request for Leave Form should be submitted to the campus supervisor in advance for paid personal leave. The employee taking sick leave must personally notify his/her immediate or campus supervisor as close to the start of their shift as possible. A Request for Leave Form must be submitted to the campus supervisor as soon as the employee returns back to work. If the employee is on sick leave, a doctor's note approving them to return to work may be required when the person returns to work.

Leave Without Pay

If an employee has no sick leave accumulated and misses work he/she will receive leave without pay unless the campus supervisor has given approval for the use of annual leave. Incidents of leave without pay for unapproved, undocumented reason may lead to disciplinary action, up to and including termination.

Overtime

Overtime will be paid to non-exempt employees in accordance with the guidelines established by the Salary Schedule of the Department of Human Resources. Overtime is paid for any non-exempt employee who works more than 40 hours of "worked" time (excluding holiday, sick and paid personal time) in one workweek. For payroll purposes the workweek begins on a Saturday. Employees must have an Overtime Request Form (sample available) completely filled in and signed by the employee and approved by both his/her campus supervisor and the Director of Facilities, *prior* to working any overtime. A copy of the approved Overtime Request Form must be attached to the Overtime Payroll Report Form when it is submitted to the Director of Facilities for approval. Overtime pre-approval is not required for employees who are called into work on an emergency (on-call) basis.

ON-Call

Any Facilities employees may be called in during none working hours, if their Supervisor, the Director of Facilities or his designee determines that their support is needed immediately to address a need(s) of the College. If an employee is called in during hours that they do not normally work, they will paid a minimum of 3 hours of overtime (in accordance with the above paragraph) for each on-call incident. If the services required of the employee takes more than 3 hours to perform, the employee will be paid overtime (in accordance with the above paragraph) for the actual hours they are required to work. If desired, the on-call employee may elect to take comp-time instead of being paid overtime, but this will be done only at the election of the on-call employee.

Comp Time

When a non-exempt employee is required to work more than 40 hours of “worked” time on the job in a single pay period; they may elect to take comp time instead of being paid overtime. Comp time is earned at 1 ½ times the number of actual hours worked (not including holiday, sick or leave) beyond 40 hours within a pay period. Earned comp time may not be accumulated indefinitely and must be used within a 30-day period after it is earned. Comp time that can not be taken within 30 days of when it is earned will be paid to the non-exempt employee in the form of overtime pay. Comp time requires the employee to completely fill in and sign a Comp Time Request Form (sample *available*) and have it approved by the campus supervisor prior to working any comp time. Pre-approval of comp time is not required for employees who are called into work on an emergency (on-call) basis. A Request for Leave Form must be filled out and approved by the campus supervisor and the Director of Facilities for the period when comp time is being used. A copy of the approved Comp Time Request Form must be attached to the Request for Leave Form when it is submitted for approval. It should be understood that the general preference of the Facilities Department is to approve OT pay instead of approving comp time. Supervisors and other employees in exempt positions are not given comp time as their positions require them to work whatever hours are required to fulfill their job duties.

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