

Policy on Reporting to Work & Attendance for Non-Exempt Employees

The language used in this policy does not create an employment contract between the employee and the University. The University reserves the right to revise the contents of this policy, in whole or in part.

Purpose

To establish guidelines on reporting to work and attendance for employees. The purpose of these standards and rules is not to restrict the rights of anyone, but rather to help ensure that employees are aware of minimum requirements.

Statement of Policy

All employees are expected to be at their desk or assigned workplace, ready to work at their regular starting time each day on which they are scheduled to work.

When deemed necessary, a supervisor may modify an employee's work shift or work schedule for operational reasons. Such changes may be temporary or permanent depending on the circumstances. When this is needed, the supervisor will meet with the employee to explain the rationale for the change and provide as much advance notice as possible.

Application

Where applicable, employees are required to record their time using either a time card or time sheet. Employees are to sign in when they arrive at the beginning of each scheduled workday and sign out when they leave at the end of their scheduled workday.

NOTE: Overtime must be approved in advance by the employee's supervisor. Without prior supervisory approval, employees who clock in before the scheduled start time of their normal work shift or clock out after the normal scheduled ending time of their work shift should not expect to be provided any additional compensation.

Lateness

An employee who is not at his/her desk or assigned workplace prepared to work at the beginning of his/her scheduled work time is considered to be late. Being tardy for work or leaving the job station before quitting time will be considered cause for corrective action.

Supervisors have the discretion not to dock an employee if there is some unusua re