

Indiana University Physical Plant - Utilities Division

ATTENDANCE GUIDELINES

Regular attendance is a condition of employment. However, Indiana University recognizes the need for employees to take time away from work to go on vacation, deal with sickness or attend to personal situations. Indiana University provides Vacation and Income Protection (Sick) Time for these reasons. Employees should make every effort to accumulate Income Protection Time in order to protect their income in the event they or their families become ill or need to take time off for personal reasons.

It is very important to both the employees and Utilities Division that time off be scheduled in advance. Unscheduled Absences make it difficult for Utilities Division to plan work, conduct routine operations, and maintain appropriate staffing levels. Unscheduled absences are also difficult for employees. In order to cover another employee's Unscheduled Absence, coworkers are called back to work, required to pick up multiple shifts and work excessive hours.

In response to these important issues, these attendance guidelines have been created to:

- Promote the appropriate scheduling of an employee's time off in advance;
- Encourage the accumulation of Income Protection Time;
- Prevent the excessive use and misuse of Income Protection Time;
- Prevent the excessive use and misuse of Personal Emergencies;
- Discourage the frequency of unscheduled absences.

Scheduled Absence – An absence that was pre-arranged and approved at least three (3) days in advance.

Unscheduled Absence – Any absence that was not pre-arranged and approved at least three (3) days in advance. This does not include absences which result from excessive overtime, as determined by management, or absences protected under any law or university policy, such as approved FMLA, work related injury, or other protected time.

The computation of an Unscheduled Absence is as follows:

- If an employee is absent due to a certain ailment/condition for consecutive days, the consecutive group of absences will be considered one (1) Unscheduled Absence. For example, if an employee is absent on Monday, Tuesday and Wednesday because they have the flu, the Monday, Tuesday and Wednesday absences will be considered one (1) Unscheduled Absence for the purposes of these guidelines.
- If an employee is absent due to different ailments/conditions or is absent on inconsecutive days, then each day absent will be considered separate Unscheduled Absences. For example, if an employee is absent on Monday because of the flu, on Tuesday because his car wouldn't start and on Wednesday because he broke his leg, the Monday, Tuesday and Wednesday absences would each be considered separate Unscheduled

Absences. Thus, after Monday, Tuesday and Wednesday, the employee would have three (3) **Unscheduled Absences**.

Tardy/Leave Early Absences – Clocking-in after your work shift begins or clocking out before your work shift ends.

Personal Emergency – An **Unscheduled Absence** based on an event that is unforeseen, requires immediate action and is beyond the employee's control. Health related issues are not considered a **Personal Emergency** in accordance with policy (*See Service Maintenance Policy 5.2*).

Patterned Absences – Repeated and predictable **unscheduled absences** that indicate a misuse or abuse of time. The following are some examples of **Patterned Absences**:

- Absences adjacent to scheduled days off, holidays and/or paydays
- Absences when scheduled to work weekends, holidays, overtime or during critical operations periods
- Inappropriate use of **Income Protection Time**, i.e. **Income Protection Time** that is used as quickly as it is earned or **Income Protection Time** that is used for reasons other than it's intended use. i.e. using **Income Protection Time** during hunting season
- Frequent and excessive **Personal Emergencies**
- Requesting time off, being denied, then calling in

Fixed Quarter – A **Fixed Quarter** is defined as one of the following groups of months: 1) January, February and March; 2) April, May and June; 3) July, August and September and 4) October, November and December.

Management expects **Utilities Division** employees to conform to the following guidelines.

1. Advance Scheduling of Vacation – All scheduled vacation must be approved by management. Management expects employees to present a written request (**Time-Off Request Form**) for approval of vacation time three (3) or more days in advance. All **Time-Off Request Forms** will be approved/denied by management and a copy of the **Time-Off Request Form** will be returned to the employee.

2. No Excessive Unscheduled Absences – Management expects **Unscheduled Absences** to be kept to a minimum. More than two (2) **Unscheduled Absences** in a **Fixed Quarter** is considered excessive.

3. No Patterned Absences – Management will be closely monitoring employees for evidence of **Patterned Absences** and will respond accordingly.

4. No Excessive Emergencies – Management expects **Personal Emergencies** to be legitimate and kept to a minimum. More than two (2) **Personal Emergencies** in a **Fixed Quarter** and/or more than four (4) **Personal Emergencies** in a calendar year is considered excessive.

5. No Excessive Tardy/Leave Early Absences – Management expects Tardy/Leave Early Absences to be kept to a minimum. Three (3) Tardy/Leave Early absences in a Fixed Quarter is excessive and will count as one (1) Unscheduled Absence.

6. Call-In Procedures - On the rare occasion that an employee needs to call in to report an Unscheduled Absence the employee is expected to abide by the following:

- In the event of an Unscheduled Absence, management expects employees to directly notify their Supervisor and state the reasons and nature of their absence. Employees should be aware that the stated reason for the Unscheduled Absence may not be accepted as valid by the supervisor. Employees who require an Unscheduled Absence will complete a Time-Off Request Form as soon as possible after their return to work.

7. Compensatory Time (Operations Group only) - Indiana University policy 2.16 allows Utilities Division management to grant compensatory time when overtime is worked at its discretion. The granting of compensatory time instead of pay is a privilege awarded to employees in compliance with these Attendance Guidelines.

The option to take compensatory time when overtime is worked will only be granted to employees who are in compliance with these Attendance Guidelines; all other employees will receive pay. Employees will only be allowed to accumulate a one-time total of 80 hours of compensatory time in a calendar year. Once the employee has earned a total of 80 hours of compensatory time in a calendar year:

- Overtime worked after the 80th hour will be compensated as pay;
- Overtime worked in that calendar year will continue to be paid even after the employee has used some or all of the 80 hours of compensatory time earned in that same calendar year;

EXAMPLE –

January 1st - Beginning of calendar year.

March 1st - Employee has worked a total of 54 hours of overtime and chosen to receive their overtime as 80 hours of compensatory time.

June 1st – Employee still has 80 hours of compensatory time. Employee works his 55th hour of overtime for the calendar year. The employee’s 55th hour of overtime, and every subsequent hour within the calendar year, would be received as pay.

By July 1 – The employee uses 30 hours of compensatory time. The employee would not have the option to earn any additional compensatory time for overtime worked because he has already accumulated 80 hours of compensatory time for the calendar year.

Per Policy 2.16 “Accumulations of compensatory time should not exceed 80 hours. Compensatory time will be taken at a mutually agreeable date and should be scheduled during the calendar year in which it was earned. Any compensatory time amounts in excess of 80 hours at the start of the pay period after January 1st shall be paid or scheduled off at the discretion of the department.”

When it is determined that an employee is not in compliance with these guidelines for a Fixed Quarter, the employee is no longer eligible to earn compensatory time for overtime worked in that Fixed Quarter, and will receive overtime pay. The employee will continue to be ineligible to earn compensatory time in future Fixed Quarter's, and will receive overtime pay for any overtime worked until the employee has successfully complied with the guidelines for an entire Fixed Quarter. For example, if an employee fails to comply with these guidelines for Fixed Quarter #1 (January, February and March) the employee would not be eligible to earn compensatory time for Fixed Quarter #1 or for Fixed Quarter #2 (April, May and June). If the employee complies with these guidelines during Fixed Quarter #2, then they would be eligible to earn compensatory time during Fixed Quarter # 3 (July, August, September) because they would have successfully complied with these guidelines for an entire Fixed Quarter (Fixed Quarter #2). When taking compensatory time off, management prefers that employees provide three (3) days notice; less than three (3) days notice may not be mutually agreeable.

8. Optimal Work Load Balancing (Operations Group only) - Due to the nature of campus utility systems, production and distribution of utilities peak at various times of the year. During these peaks minimum crew strength is required by management to staff the Utilities Division. In order to better staff the Utilities Division during these peak times, the use of accrued time off will be limited. Management will balance any accrued time off requests with the primary goal of completing necessary work and limiting overtime call-outs. Employees should be aware that use of accrued time off and particularly compensatory time off will be strictly limited during these time periods.

9. Time Card and Time Slip Procedures - Time cards must be punched in and out by the employee and can only be altered or written on by a PA Supervisor or the Utilities Manager. All employees must clock out daily at the time of work completion (even if working overtime or leaving early). When on schedule or call-out overtime, employees should clock in and out on the reverse side of their time cards. All time slips must be signed by a PA Supervisor or the Utilities Manager. In addition employees are responsible for following the University's time keeping policy.

Attendance Guideline Violations

- In the event that an employee fails to follow or meet the expectations set forth in these guidelines, they can expect to meet and discuss these guidelines with their supervisor, and when necessary, be subject to corrective action.
- In the event that an employee fails to follow or meet the expectations relating to Unscheduled Absences, the employee will be asked to provide verifiable documentation as to the reasons and nature of their absence. This documentation should be provided as soon as the employee returns from the Unscheduled Absence. Examples of satisfactory documentation of an Unscheduled Absence include: signed statements from a licensed Physician, Workers Compensation statements, and FMLA paperwork. Examples of satisfactory documentation of a Personal Emergency include: written receipt that substantiates nature of an emergency, retail receipt, contractor invoice, etc.
- If an employee does not provide satisfactory documentation or demonstrates Patterned Absences, the employee will be denied the use of any available benefit

time for the day(s) in question, can expect counseling and when necessary, corrective action per Indiana University's Personnel Policies for Service Maintenance Employees.

- If an employee fails to follow the expected call-in procedure, the employee will be denied the use of any available benefit time for the day(s) in question, can expect counseling and when necessary corrective action per Indiana University's Personnel Policies for Service Maintenance Employees.
- If an employee has an Unscheduled Absence and has no more accrued time to cover the Unscheduled Absence, the employee can expect counseling and when necessary, corrective action per Indiana University's Personnel Policies for Service Maintenance Employees. This does not include absences protected under any law or university policy, such as approved FMLA or other protected time.