



## 1. PURPOSE

The ADM Board values the contribution of each employee in creating a positive, professional work environment that is dedicated towards achieving our mission. This mission cannot be achieved without your commitment to follow your approved work schedule promptly and reliably.

The purpose of this procedure is to provide clear guidelines for attendance, punctuality, dependability and our required procedure for recording time worked or taken as leave in the [Kronos Timekeeping System](#).

All attendance records are subject to audit and public records request. Care must be exercised in promptly and accurately recording hours worked, overtime hours, and absences. Employees are required to timestamp at the beginning and end of the work day and at the beginning and end of breaks when taken off site. Manual over-rides to the Kronos time stamp will be approved only when it is necessary, and require a comment and/or note.

## 2. DEFINITIONS

### A. ABSENCE

An absence is defined as the failure of an employee to report to work as scheduled.

### B. APPLICATION OF LEAVE

All employees requesting leave are required to submit an electronic application for leave request to their supervising manager for approval.

### C. APPROVED ABSENCE

An approved absence is defined as scheduled time off approved in advance by the supervising manager on an application of leave.

The following are examples of approved absences:

1. Administrative leave (paid/unpaid)
2. Approved leaves of absence (including Family Medical Leave Act (FMLA) absences)
3. Compensatory time
4. Jury Duty
5. Military duty
6. Personal sick leave (personal days)
7. Workers Compensation
8. Vacation time
9. Weather emergencies and delays as declared by the Executive Director

**D. EVENT**

An event is defined as an unplanned absence. Below are examples of a single event. These are not intended to be all-inclusive.

1. An employee reports off from work and is absent Thursday and Friday of the workweek counts as one event.
2. An employee reports off from work and is absent Monday returns to work Tuesday but reports off and is absent Wednesday of the same work week for the same related concern/illness, counts as one event.

**E. EXCUSED ABSENCE**

An excused absence is defined as the failure of an employee to report to work when the employee is scheduled and uses accrued leave to cover such absences, such as calling off sick.

Employees are expected to notify their supervising manager or the supervisor's designees, in their absence as far in advance as possible. If an employee is scheduled to work and expects to be delayed for 30 minutes or more from their regular starting time, notification must be given for an absence to be excused.

Absences must meet the following conditions in order to be excused:

1. The employee provides notification prior to the scheduled starting time to their supervising manager or supervisor's designee. Notification shall occur by phone unless other means have been approved by the supervising manager.
2. Employees are required to notify the supervising manager each day of the absence, unless told otherwise.
3. The absence request must be approved by his or her supervising manager.
4. The employee has sufficient accrued leave to cover the absence.

**NOTE:** Use of accrued leave to cover time loss due to an absence, i.e. vacation, personal leave, sick time or compensatory time does not alter the fact that an absence has occurred.

**F. UNEXCUSED ABSENCE**

An unexcused absence is defined as any absence that is not approved. Employees who fail to give their supervising manager a notice of absence will be considered NO CALL/NO SHOW. Any absence without a call to the supervising manager is a serious matter and may be considered as a voluntary resignation.

Management is aware that there may be times when there are extenuating circumstances which may not permit an employee to provide timely notification. Supervising managers shall exercise reasonable discretion when considering whether extenuating circumstances may result in an absence without timely notification to be excused.

**G. EXCESSIVE ABSENCES and PATTERNS**

The supervising manager will use a rolling 12-month period, including the period immediately preceding the last absence, when evaluating an employee's attendance record for excessive absences.

Both excessive absence and patterns of occurrences may trigger progressive counseling, which will be documented in the employee's personnel file and noted in any subsequent professional development plan.

Examples of absentee patterns include repeatedly reaching the threshold below without breaching it, routinely calling off on Mondays/Fridays or unplanned/excused absences the day before or after holidays and vacation.

Any employee who exceeds a combination of (3) events of unplanned/excused absences and or is late (3) times in a three-month period will be required to meet with their supervising manager, who will follow the progressive disciplinary guidelines as outlined below:

First Violation	Verbal counseling with supervising manager to discuss, which may include developing a plan of correction
Second Violation	Counseling with supervising manager to develop a plan of correction, written warning documentation placed in personnel file
Third Violation	Counseling with supervising manager to develop a plan of correction, may lead up to three days suspension
Fourth Violation	Further corrective action which may include termination

**H. RETURN TO WORK REQUIREMENT**

When an employee returns to work after an unplanned/excused absence he/she is required to submit an application for leave request and submit it to their supervising manager for approval upon the day of return to work.

If an employee is absent from work for more than five (5) consecutive calendar days, a physician's notice will be required in addition to the submission of the application for leave request on the first day of return to work.

**The physician's notice shall remain confidential and be directly submitted to the Administrative Compliance Coordinator.**

## **I. ATTENDANCE RECORDS**

All absences, whether paid or unpaid will be recorded on the electronic timecard and maintained in the Kronos Timekeeping System.

Employees should manage their individual timecard in the Kronos Timekeeping System for the current pay period and should review their weekly total to ensure a total of forty (40) hours for each week. Anything less than forty (40) hours should be supported with an approved application for leave or request to work from home form.

Supervising Managers are responsible for reviewing their employee timecards and have the authority to enter pay codes on an employee's timesheet in the event of a period of an unplanned/excused absence during a pay period.

## **J. SCHEDULES**

The normal operating hours for the organization are 8:00AM to 4:30PM, Monday through Friday. Employees are expected to work a minimum of eight hours per day (excluding a one-half hour for lunch), unless they have received supervisor approval for the use of flex time (See Item L, below). Any employee can opt for a one hour lunch period by modifying work hours to 8:00AM to 5:00PM. Time stamps are required when leaving the building for lunch and any non-ADM Board business during a scheduled work period.

### **Non-Exempt Employees**

In accordance with the [Fair Labor Standards Act \(FLSA\)](#), all employees designated as non-exempt are scheduled a workweek that consists of **forty (40) hours**.

Non-Exempt employees will receive compensatory time on an hour and one-half basis for time worked in excess of a 40 hour work week.

### **Exempt Employees**

All employees designated as exempt are not covered by certain sections of the [Fair Labor Standards Act \(FLSA\)](#) that require payment of overtime compensation.

Exempt employees will receive compensatory time on an hour to hour basis for time worked in excess of **forty** hours in a work week.

### **SCHEDULE ADJUSTMENTS**

Employees may have their work schedule adjusted with the prior approval of their supervising manager. Request for changes should be discussed with the supervising manager and submitted in writing. Management's decision to grant the schedule change requests are largely dependent on weighing the employee's request against the operational needs of the organization. Approved schedule changes must be submitted in writing to the Administrative Compliance Coordinator and the Accountant for modification in the Kronos Timekeeping System.

## **K. WORK ARRIVAL AND DEPARTURE**

Employees will be given a fifteen (15) minute grace period for times of arrival and departure, which shall not count towards tardiness.

Times recorded one (1) minute or more after the flextime period will be recorded as tardy and reflected with a red border in the Kronos Timekeeping System.

**Care must be exercised to ensure that the employee records eight (8) hours for each day, unless approved flex time is utilized.**

Early departure is defined as departing from your assigned work site prior to your scheduled time of departure without prior manager approval.

The table below demonstrates flexible times of arrival and departure.

Scheduled Hours	Flexible time of arrival	Flexible time of departure	
8:00AM-4:30PM	7:45AM	4:15PM	AS SCHEDULED
7:00AM-3:30PM	7:15AM	3:45PM	AS SCHEDULED
8:00AM-4:30PM	8:16AM	4:46PM	LATE ARRIVAL
8:00AM-4:30PM	8:00AM	4:16PM	EARLY DEPARTURE

#### **L. FLEXIBLE WORKWEEK SCHEDULE**

The ADM Board supports the principle of a flexible work schedule for its employees in order to balance their needs with the agency workload and demands. A flexible work week schedule is neither mandatory nor an entitlement. However, it is an opportunity for an employee to adjust a scheduled work week based on the demands of the position or a project. The employee may be required to work longer days for part of the week, and may seek to work either reduced hours or take a day off during the work week without using leave time. Eligible employees must discuss flextime with their supervising manager for prior approval. Eligibility for the use of flextime will be dependent on the employee's hours worked, position and an assessment by the managing supervisor that the employee's proposed work schedule will not pose a hardship on the organization. Under no circumstances may the use of flex time result in fewer than forty (40) hours in a work week.

### **3. PROCEDURE**

- A.** Each employee will be assigned a username and password to log on to the Kronos Timekeeping System.
  - 1. An employee should NEVER allow another employee to enter the Kronos Timekeeping System with his/her password.**
- B.** Employees will have the responsibility for ensuring that their actual hours worked and absences (e.g., sick, vacation and/or other unscheduled time off) are current and recorded accurately on their Kronos timecard.
  - 1. Employees are prohibited from sharing their password or granting permission to another employee to record hours worked or any other information on their timesheet.**
  - 2. Falsifying attendance records is employee dishonesty, and subject to expedited employee discipline.**
- C.** Employees who work on-site must timestamp their daily time of arrival and departure in the Kronos Timekeeping System, including off-site lunch breaks. Any

incident of manually recording time must be accompanied by an explanatory comment or note.

1. Employees who have working lunches (e.g. luncheon meetings) off-site, or employees who are scheduled to be out of the office to perform job duties, are not required to time punch. Any employee who begins or ends their workday outside of the ADM Board Offices should manually enter their time with the addition of a supporting comment and/or note when they return to the office.
- D. All employees requesting leave are required to submit an electronic application for leave request in advance to their supervising manager for approval. (i.e., vacation, personal sick leave, compensatory time) This can be submitted in advance up to one year.
- E. The actual hours worked each day are to be recorded in the Kronos Timekeeping System, and must equal at least forty (40) hours each week.
1. Any variance from the scheduled work day requires an approved application for leave form, or an explanation on the timesheet using the comment or note function (i.e., approved flex).
- F. In order to insure compliance with this procedure, the Administrative Compliance Coordinator will monitor all attendance records and generate attendance reports to assist supervising managers with evaluating employee's attendance records.

**RELATED PROCEDURES OR FORMS TO BE USED**

[Board Policy 2.2: Treatment of Staff](#)  
[Finance F14 – Timesheet and Payroll](#)  
Overtime Pay Policy

**4. PROCEDURE HISTORY:**

Effective Date: 6/29/2018	Version Date: 9/12/2012	Last Review Date: 6/27/2018	Retired Date: Click here to enter a date.	Next Review Date: 6/30/2019
Staff responsible	Carrie Marceric, Administrative Compliance Coordinator			
Approval	 <a href="#">Gerald A. Craig, Executive Director</a> The Executive Director has the authority to change this procedure and may change it at any time for operational needs and demands.			