RCS Time and Attendance

Purpose

To support and clarify the current institutional policy on time and attendance within Respiratory Care Services.

Policy

The Department of Respiratory Care Services expects all employees to maintain attendance at a level to accomplish all job performance expectations. The Program manager is responsible for maintaining attendance records for the department. The consistent application of attendance standards is essential to promoting fair employment practices. Absences qualifying under the Family & Medical Leave Act are excluded from this policy. Each employee is expected to report to work as scheduled and to keep absences to a minimum. Employees are expected to notify the department as soon as the potential for delay or actual delay in arriving at the scheduled time is recognized.

Scheduled Absences/Scheduled Sick Leave
No unscheduled absence will be assessed for the following:

- Work-related injury or illness
- Family/medical leave
- Funeral leave
- Illness related absence when at least 16 hours notice has been given

Scheduled sick leave for non-illness related situations or elective medical procedures must be requested and approved in advance and may be disapproved based on staffing needs, operational needs, or frequency of absences. The employee may be asked to provide verification. Failure to report to work on a day for which approval of leave has been denied may result in disciplinary action.

Unscheduled Absences
An unscheduled leave occurrence consists of notification of an absence from the workplace anytime less than 16 hours prior to the start of an employee's shift. Absences of consecutive work days for the same reason are recorded as one occurrence.

- Employees are expected to call the Shift Supervisor a minimum of three (3) hours prior to the beginning of the assigned shift for notification of an unscheduled absence. Failure to call in on time may result in disciplinary action up to and including termination.
- The employee is expected to call personally on each day of absence and give the following information:

  - Name
  - Reason for absence
  - Telephone number at which he/she may be contacted.
  - Expected return date and time.
- Employees may not leave voice mail or send e-mails to notify a manager of an intended absence.
- An employee who calls in sick on three (3) consecutive work days shall be required to present a physician's statement verifying the illness and clearing the employee to return to work.
- If the unscheduled absence occurs on a weekend, the employee may be scheduled to work an additional weekend or time designated by the Program Manager.
- If the unscheduled absence occurs on a holiday, the employee shall be required to present a physician's statement verifying the illness and clearing the employee to return to work and may be scheduled to work and additional holiday or time designated by the Program Manager.

Leave Request Forms

All employees must complete Leave Request Forms whenever leave time is taken. The forms must be properly completed and approved prior to taking scheduled leave. Employees are expected to submit leave requests at least four (4) weeks prior to the start of the schedule in which the leave will occur. Personal information regarding medical conditions should not be included on the Leave Request Form. In the event of an unscheduled leave occurrence, the employee shall complete a Leave Request Form immediately upon return to work.

Misrepresentation of time worked or alteration of time and attendance records may constitute falsification of state documents and be considered gross misconduct subject to disciplinary action including termination.

Determining Rate of Unscheduled Absences

The Unscheduled Absence Rate is calculated by dividing "Unscheduled Leave Occurrences" by the "Number of Months" during the attendance year. The attendance year is defined as a rolling 12-month period. Unscheduled absences are excessive when the Unscheduled Absence rate is greater than 50%. (See IHOP Policy 3.1.5 Attendance Unscheduled Absence Rate Schedule) When the employee's unscheduled absence rate exceeds 50%, the employee will receive a verbal reminder. Disciplinary action will progress for each additional occurrence that causes the Unscheduled Absence Rate to exceed 50% during the attendance year.

No Show/No Call

Job Abandonment occurs when an employee does not report to work and does not contact his/her supervisor for three consecutive work days. Job Abandonment also includes leaving the designated worksite without prior supervisory approval. Occurrences of job abandonment may result in disciplinary action which may include termination.

Tardiness

Employees are expected to be ready to start work at the scheduled start of their assigned shift. Tardiness is defined as a late arrival of one (1) minute or more after the designated shift start time. Clock ins should be performed in the department immediately before reporting for duty. When an employee is late, the lost time cannot be made up later in the work week. For the purposes of calculating hours worked for payroll processing, the KRONOS system will round an employee's hours worked to the next 15 minute interval when an employee clocks in eight (8) minutes after the scheduled start time. The Punctuality Rate is calculated by dividing "Tardies" by the "Number of Months" during the attendance year. The attendance year is defined as a rolling 12-month period. Tardies are excessive when the Punctuality Rate is greater than 100%. (See Unscheduled Absence / Punctuality Rate Schedule) When the employee's Punctuality Rate exceeds 100%, the employee will receive a verbal reminder. Disciplinary action will progress for each additional occurrence that causes the Punctuality Rate to exceed 100% during the attendance year. Tardies may be excused as approved by the manager or if the employee is called in to work a shift beyond a reasonable period of time to allow for preparation. The shift supervisor who calls an employee in to cover a shift will document this information for future reference.

Clocking In and Out

The Program Manager will designate the phone(s) to be used for KRONOS in each area. Clock ins for RCS staff must occur within the department (from phone numbers: 21635, 21636, or 22809). Clock outs may occur in the department or from these designated numbers following report:

SICU Blood Gas Lab	72359
MICU Blood Gas Lab	72360
TDC Blood Gas Lab	76207
ISCU Blood Gas Lab	76254
PICU	23130
ER	26244

Non-Exempt employees must clock in and out each day. Disciplinary action, up to and including termination of employment, may be taken against those who:

1. Use unauthorized phones to clock in or out; or
2. Use the KRONOS system to clock in or out for other employees.

Employees are expected to clock in and out at the time assigned by their Manager. Pay will not be docked for clocking transactions that occur within seven (7) minutes of the time assigned by the Manager. However, an employee will be considered tardy for clocking in one (1) or more minutes after the designated start time. Employees may not clock in or out more than seven (7) minutes before the scheduled start and end times without authorization from the Manager. If an employee fails to clock, it is the employee's responsibility to submit the KRONOS Time Adjustment Form to the Manager. If the employee fails to submit the appropriate signed documentation by the time entry payroll deadline, missed pay may not be paid until the following payday. Disciplinary action for consistently failing to clock in or out may be administered as follows:

Number of Time Adjustment Forms	Action
3	Verbal Reminder
6	Written Reminder
7	Decision Day
8	Termination

The number of time adjustment forms will be reviewed during the attendance year. The attendance year is defined as a rolling 12-month period. Errors that occur in the KRONOS system that result in clocking transactions not being transferred to the payroll system will not be counted as missed clocks. Additionally, time adjustment forms used to document the need to skip a meal will not be included for the disciplinary process.

Non-compliance

- Employee not achieving UTMB attendance standards are subject to disciplinary action which may include termination.
- Employees reporting to work after the established starting time are subject to having his/her pay docked and disciplinary action which may include termination.
- Employees failing to obtain supervisory approval for absences are subject to having his/her pay docked and disciplinary action which may include termination.

- Employees failing to follow the established departmental procedures are subject to disciplinary action which may include termination.
- Failure to provide a physician return to work release required for unscheduled absences may result in docking and/or disciplinary action which may include termination.
- Non-compliance with attendance policies may negatively affect performance evaluation and/or eligibility for merit increases.

ULO's*/ Tardies	Number of Months in Attendance Year											
	1	2	3	4	5	6	7	8	9	10	11	12
0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
1	100%	50%	33%	25%	20%	17%	14%	13%	11%	10%	9%	8%
2	200%	100%	67%	50%	40%	33%	29%	25%	22%	20%	18%	17%
3	300%	150%	100%	75%	60%	50%	43%	38%	33%	30%	27%	25%
4	400%	200%	133%	100%	80%	67%	57%	50%	44%	40%	36%	33%
5	500%	250%	167%	125%	100%	84%	72%	63%	56%	50%	46%	42%
6	600%	300%	200%	150%	120%	100%	86%	75%	67%	60%	55%	50%
7	700%	350%	233%	175%	140%	117%	100%	88%	78%	70%	64%	58%
8	800%	400%	267%	200%	160%	134%	114%	100%	89%	80%	73%	66%
9	900%	450%	300%	225%	180%	150%	129%	113%	100%	90%	82%	75%
10	1000%	500%	333%	250%	200%	167%	143%	125%	111%	100%	91%	83%
11	1100%	550%	367%	275%	220%	184%	157%	138%	122%	110%	100%	91%
12	1200%	600%	400%	300%	240%	200%	172%	150%	133%	120%	109%	100%

*** Unscheduled** Leave Occurrences
Unscheduled Absence Rate = Unscheduled Leave Occurrences / Number of Months (Noted by gray shading)

Punctuality Rate = Tardies / Number of Months (Noted by blue and/or gray shading)

Unscheduled Absence 0-50% - Satisfactory
Unscheduled Absence Greater than 50% - Unsatisfactory

Unscheduled Tardies 0-100% - Satisfactory
Unscheduled Tardies Greater than 100% - Unsatisfactory

References

IHOP Policy 3.1.5 Attendance
UTMB Nursing Practice Policy 2-21 Nursing Service Time and Attendance