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# Iowa State University Department of Public Safety

Directive: 27.1

SUBJECT: ATTENDANCE

EFFECTIVE DATE: 09/01/2018

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## POLICY:

The Iowa State University Department of Public Safety (DPS) shall establish consistent application of attendance guidelines and expectations. Reliable attendance is vital to our operations in order to provide cost effective, high quality service; and to be able to keep our commitments to our customers. The Iowa State University Department of Public Safety has a duty to complete its work in a timely, most efficient, and by most cost effective means possible. Attendance by the employee is a vital component for ISUDPS to accomplish this duty.

## DEFINITIONS:

“Occurrence” refers to a single occurrence may consist of consecutive multiple days, single full day, partial day, and/or tardy. The types of occurrences are listed below:

- Job Abandonment – Three (3) consecutive workdays without proper notification.
- Tardiness – Up to thirty (30) minutes following the start of the scheduled shift for which the employee is late reporting to work.
- Failure to Notify– One (1) occurrence greater than 30 minutes of failing to report for the scheduled shift and failing to call.

“Attendance Review” refers to attendance records may be reviewed at the discretion of management in conjunction with the employee’s performance review; or, should there be five (5) occurrences within a 12-month rolling period which deem a review necessary.

“Unscheduled or Unplanned Absence” refers to unscheduled or unplanned absence with no prior supervisory approval when the employee has exhausted other leave benefits may be considered unauthorized. In certain situations, even when the employee uses leave benefits, leave may or may not be authorized depending on the circumstances.

“Patterns of Unacceptable Attendance” refers to a pattern identified by conducting an Attendance Review. Patterns include but are not limited to situations such as unscheduled or unplanned use of leave without pay; use of unauthorized leave; adjusts hours outside of established expectations without prior notification and approval; use of unscheduled or unplanned leave adjacent to a holiday, vacation, weekend or scheduled day off; work assignments.

## PROCEDURE:

### 27.1.1 POLICY

The following describes procedures associated with the attendance policy of the department:

- A. ISUDPS considers regular attendance to be an important performance standard. Staff members will honor their obligation to their work schedule in order to provide sufficient coverage to address the university’s needs. ISUDPS management may conduct an attendance review and determine the appropriate action as a result. Managers and supervisors are encouraged to counsel or apply progressive discipline to employees whose attendance review violates the policy. Attendance records will be kept, and attendance-related problems will be addressed through the appropriate means.
- B. P&S employees should expect to comply with the Attendance Policy. P&S staff are exempt from overtime and are not paid for the number of hours worked, and therefore do not record their time for the purpose of being in paid status.

For that reason, P&S employees and their managers should evaluate absences against the policy on a case-by-case basis.

- C. Management reserves the right to require medical documentation for the absences defined in this policy.

#### **27.1.2 POLICY EXCLUSIONS**

The following shall govern procedures associated with the departmentally-adopted attendance policy:

- A. Employees on authorized FMLA
- B. Medical documentation addressed outside of the policy (temporary short-term disability, and/or worker's compensation)
- C. Funeral leave
- D. Personal or family emergencies which are discussed with and approved by the supervisor
- E. Authorized vacation including same day approved
- F. Comp Time
- G. Other leaves protected by state or federal law
- H. University Holidays

#### **27.1.3 EXPECTATIONS**

The following shall govern procedures associated with the departmentally-adopted attendance policy:

- A. All leave requests, with the exception of those being charged to unscheduled sick leave, must be prescheduled and preapproved.
- B. All unscheduled absences from the employee's work schedule, including tardiness, will be documented.
- C. The employee will use Workday to record unscheduled, unplanned or unauthorized time, which will be reviewed by the supervisor and recorded for the record.
- D. Employees will be expected to follow their unit call-in procedures.
- E. When an employee requests leave time in advance and the leave time is denied, and then the employee calls in sick for the same days requested, the employee may be required to provide documentation from a medical provider prior to returning to work.
- F. If an employee calls in sick for three (3) consecutive days or more and does not request FMLA, the employee may be required to provide documentation from a medical provider prior to returning to work.

#### **27.1.4 COMPLIANCE**

The following shall govern procedures associated with the departmentally-adopted attendance policy:

- A. Any DPS employee who fails to comply with the ISU DPS Attendance Policy may be subject to disciplinary action up to and including unpaid suspension or termination.

#### **27.1.5 CALL-IN PROCEDURES**

The following shall govern procedures associated with the departmentally-adopted attendance policy:

- A. Should an employee need to be absent or late reporting to work, it is the employee's responsibility to notify the department. Employees should speak with the immediate supervisor or their designee personally by phone at least one hour prior to the start of the scheduled shift; and should be prepared to state the need for the absence and what

leave benefit will be used. If the immediate supervisor or designee is not available to personally speak with, you may leave a message with the dispatcher and the supervisor will call you back.

- B. Same day vacation requests will be handled on a case-by-case basis so you should speak with your immediate supervisor regarding protocol.
- C. Employees are required to call in on a daily basis when absent (this is not required for employees on an approved continuous leave of absence).