

**EASTERN MICHIGAN**  
U N I V E R S I T Y™

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section</b>	<b>Subject</b>	<b>Effective date</b>	<b>Procedure Number</b>
<b>Administration</b>	<b>Attendance</b>	<b>May 30, 2013</b>	<b>A-16</b>

**Purpose**

The purpose of this procedure is to outline the specific steps and/or actions that are to be taken by employees reporting to the Physical Plant who are or plan on being absent from the work place during their regular schedule or normally scheduled time to work. Vacation schedules shall be setup by the employer as to permit continued operations of all the employer's facilities and function without interference.

**Procedure**

**Non-Exempt Employees (FM, PT, CS)**

**(Food Service/Maintenance, Professional/Technical and Clerical/Secretary Staff)**

All Leave request will follow the appropriate collective Bargaining Agreement.

**Sick and Tardy**

1. All FM, PT, & CS employees whether sick or tardy must call the appropriate sick line to report an unscheduled absence or if you are going to be late to work
  - a. *Custodial State and Grounds-# 734-487-0210*
  - b. *Custodial/Housing- # 734-487-1226*
  - c. *Trades-# 734-487-4195*
  - d. *Administration #- 734-487-3591*
2. Staff/ or Staff backup receiving the call or retrieving it from the voice mail will record the information and notify appropriate supervisor of the absentees/tardiness.

## **Vacation**

1. Annual leave requests must be submitted in writing using the appropriate leave request form to the employee's immediate supervisor, at least 24 hours prior to the start of the time requested off. All absences other than sick leave must be pre-approved.

## **Leaving Work before the end of the shift**

1. If you leave work prior to the end of a scheduled shift, the employee must notify their immediate supervisor and call the appropriate sick line.

## **Exempt Employee (PT)**

### **(Professional Technical Staff)**

## **Sick**

1. All PT employees must call the appropriate sick line to report an unscheduled absence.
  - a. *Administration #-734-487-3591*
  - b. *Design/Construction #-734-487-4196*
2. Staff receiving the call or retrieving it from the voice mail will record the information and notify the appropriate supervisor of the absences/tardiness.

## **Vacation**

1. Annual leave requests must be submitted in writing using the appropriate leave request form to the employee's immediate supervisor, at least 24 hours prior to the start of the time requested off. All absences other than sick leave must be pre-approved.

## **Leaving Work before the end of the shift**

1. If you leave work prior to the end of a scheduled shift, the employee must call their immediate supervisor.

## **Administrative Professional (AP)**

## **Sick**

1. All AP employees must call the appropriate sick line at (734) 487-3591 or notify their immediate Supervisor to report unscheduled absences.
2. Staff receiving the call or retrieving it from the voice mail will record the information and notify the appropriate supervisor of the absences/tardiness.

## **Vacation**

1. Annual leave requests must be submitted in writing using the appropriate leave request form to the employee's immediate supervisor, at least 24 hours prior to the start of the time requested off. All absences other than sick leave must be pre-approved.

## **Leaving Work before the end of the shift**

1. If you leave work prior to the end of a scheduled shift, the employee must call their immediate supervisor.

## **Recording**

### **Digital Signage**

1. All Physical Plant employees' absences from work will be on the digital signage boards, following the digital signage procedure **A-29**.
2. Designated clerical staff (CS) will post attendance to the appropriate document (FM/PT/CS) and deploy to the digital signage system (DS).
  - a. Absence notices shall be revised on a daily basis.

### **Log Sheet – All Non-Exempt (FM, PT, CS)**

1. Staff receiving the sick or late call will record the call on an "AT-A-Glance" sheet and notify the appropriate supervisor. This includes staff that goes home sick.
2. All time off will be recorded on an annual "AT-A-Glance" sheet and it will be the responsibility of the department to maintain and review this information. This information should be kept for at least years.

### **University Closedown day:**

1. Non-exempt classified employees notified not to report to work shall receive their regular hourly rate of pay, exclusive of shift premium, for up to but not exceeding the first (8) hours such employee was previously scheduled but unable to work by reason of the Employer's closedown.
2. Non-exempt classified employees who are scheduled to work more than eight (8) hours on a day of closedown will be charged annual leave or sick leave for all hours exceeding the first eight (8) hours on the day of closure. For the remainder of such closedown or three (3) days, whichever is less, employees may use sick leave or annual leave to the extent each employee's accrued leave time so permits.
3. Exempt employees who are directed to report to work when the University is closed will receive pay for the day and equivalent time off (on an hour for hour basis) for all hours worked up to a maximum of eight hours (8) on a day the University is closed down.
4. All staff classified employees (exempt and non-exempt) who have been approved for annual leave or sick leave on a day the University has been officially closed are required to use such time for the day.

### **Non-Exempt**

Non-exempt classified employees are paid on an hourly basis and must be paid for all time actually worked. For the convenience of payroll, processing employees may be set up on an “exception time hourly” or “positive time hourly” basis depending on the employee group. Exception time hourly is similar salary in that a regular pay amount is set up to be paid each pay period as a default but may be adjusted up or down depending upon actual worked hours reported. Positive time hourly requires that actual hours worked be approved and reported for a paycheck to be generated. Non-exempt employees are only paid for actual time worked or for paid time off benefits which have been authorized and are available. Payroll recording keeping for non-exempt classified employees must be done to account for all hours worked in a work week and are reported along with any approved use of paid time off benefits such as sick, personal or vacation.

### **Exempt**

Payroll record keeping for exempt classified employees should only be done on a exception time basis whereby the employee and supervisor submit and approve use of lost time categories such as sick, personal, vacation or no pay earnings codes. Reporting of lost time categories should not be done in less than ½ day (4 hour) increments. Exempt employees are not eligible for compensatory time off benefits. If the employee has exhausted all lost time benefits (i.e., sick, personal, or vacation), then the guidelines apply as to whether it can be handled as a no pay situation or not. The pay practice rules or the designation of exempt status is not to be construed as relieving the employee (either AP, PT, or AC) of their obligation to comply with departmental and/or supervisory requirements for notification and approval of an absence or change in schedule (including late arrival or early departure) regardless of whether it is for less than in ½ (half) day increment(s). Supervisors are expected to establish and communicate notification and approval requirements within their organizational units and administer in a consistent manner.

Authorized by:

---

Scott Storrar  
Director, Facilities Planning and Construction

---

Dieter Otto  
Director of Custodial, Grounds, Motor Pool, and Waste Management

---

Bilal Sarsour  
Director of Facilities Maintenance

---

John Donegan  
Chief of Operations