

# WAYNE STATE UNIVERSITY

FACILITIES PLANNING AND MANAGEMENT

ASSOCIATE VICE PRESIDENT  
5454 CASS AVENUE  
DETROIT, MICHIGAN 48202

## POLICY REVISION / UPDATE

To: All Custodial Department Employees

From: James R. Sears, Associate VP – FP&M  
Donald Wrench, Director FP&M Custodial Svcs.

Date: August 21, 2011

Subject: Custodial Department Time and Attendance Policy  
Usage of WorkForce Software Time Clocks  
Revision effective – August 21, 2011

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The purpose of this document is to clarify each employee's responsibilities regarding the time and attendance policy and the usage of the WorkForce Software time keeping system (and the required building card swipes on devices located in each sector's area of assembly and individual buildings). This document revises and supersedes Time Clock Policy – (Effective May 5, 2008 and December 14, 2009). Be advised that this policy shall be enforced. Refer questions regarding this policy to FP&M management. In the event that this policy conflicts with the Custodial Services Department Manual, this policy shall prevail.

1. Employees must park their automobiles before reporting to their sector area of assembly to swipe-in at the beginning of a shift. Similarly, at the end of the shift, employees may not leave their work area assignment, go retrieve their vehicle, and then report to the sector area of assembly to swipe-out. Vehicles may only be retrieved (off the clock) after swiping-out at the conclusion of the shift.
2. **DAILY ROUTINE** - As a convenience, employees may swipe in up to ten minutes before the beginning of a shift. However, pay will not be altered by swiping in prior to the start of your shift. Swiping in early, or swiping out after the end of a shift, will not be treated as overtime or comp time for any purpose. Overtime *must* be approved in advance by management, and when approved, will be measured according to recorded swipe times.

Employees are required to: (1) swipe in at the beginning of their shift, (2) transfer swipe before they leave their area of assembly (sector office), (3) transfer swipe *immediately* once they enter their assigned work building, (4) transfer swipe out at the end of their shift from their assigned work building, (5) transfer swipe in once they have reached their area of assembly (sector office), and (6) then swipe out for the day at the end of their shift for regular scheduled work times. This also applies to overtime and emergency call-in situations.

3. Employees will continue to use their OneCard to swipe-in at the beginning of the shift, for all building transfers and to swipe-out at the end of the shift. The tardiness policy still applies for swiping in late for work. Employees are still responsible to start shifts at their scheduled start time (at the latest) to avoid being tardy. Unless previously requested and approved by the sector Custodial Supervisor, any swipe-in after the designated start time of a shift will be

recognized as being tardy, and any swipe-out before the designated end time of a shift will be recognized as an unauthorized early departure. Employees will be docked pay for unauthorized tardiness and unauthorized early departures. See the Custodial Services Department Manual (Departmental Tardiness Policy) for details.

4. Unless required to communicate with the sector Custodial Supervisor, employees are required to swipe out of their assembly area via building transfer with the WorkForce time keeping system and immediately report to their assigned area of work in ready-to-work condition, once the shift has begun. Any employee delays/detours in reporting to work areas must be pre-authorized by the immediate supervisor.
5. Employees may not leave their work area assignment until the beginning of their designated break or lunch time. At the conclusion of designated break or lunch time period, employees are required to be in their work area assignment, ready to resume work.
6. Employees shall not leave or swipe out (via building transfer of their work area assignment) to return to their sector area of assembly more than 10 minutes before the designated end time of their shift, inclusive of contractual provisions for wash-up time. Employees that swipe out earlier, and are observed outside their work area assignment without prior approval from their supervisor, shall be subject to applicable progressive disciplinary action.
7. Failure to swipe, more than 3 times in any rolling three month period will result in applicable progressive disciplinary action, unless an employee's OneCard is lost or damaged. Evidence of the replacement OneCard must be provided to management, per #12 below.
8. Supervisors must report all cases of tampering, vandalism, and damage to building card swipe devices as soon as they become aware of the problem. Purposeful damage to the building card swipe device will be cause for immediate termination.
9. Destruction of, tampering with, or vandalism of time clocks shall result in immediate termination.
10. No employee shall swipe-in or out for another employee. If an employee is found to have swiped in or out for another employee, both employees shall be immediately terminated.
11. Employees having prior approval from their supervisor to leave work during their shift shall swipe-out before leaving campus and shall swipe in again upon their return.
12. If an employee's OneCard is lost, damaged, forgotten, or is otherwise unavailable to swipe-in or out, the employee must inform their supervisor immediately and make arrangements to manually record time-in or out. Employees must replace a lost or damaged OneCard within one (1) workday (Monday through Friday).
13. Any concern about the possibility of a building card swipe device malfunction must be reported immediately to the sector Custodial Supervisor and the main office at 577-4308.
14. To ensure that other employees are able to swipe in and out, when approaching the card reader device to swipe in or out, employees must have their OneCard out, and ready to swipe.

15. To validate the accurate recording and reporting of card reader device swipes, supervisors will personally swipe each morning when they report to work and immediately confirm proper system and device performance by reviewing WorkForce time sheets and reports.
16. At the end of each shift and/or specifically as directed by the management, Custodial Supervisors shall review the time sheets of their prospective sectors as well as the sector they are covering to ensure proper time keeping methods are being followed.
17. Custodial Supervisors are to monitor compliance with applicable University and contractual provisions regarding Time and Attendance policy, and to initiate applicable progressive disciplinary action against non-compliant employees in a timely fashion. For the purpose of this policy statement, timely fashion shall be defined as within seven (7) calendar days of the violation. If a supervisor fails to perform this fundamental supervisory responsibility, the supervisor shall be subject to applicable disciplinary action, however, *the University does not waive its right to issue discipline after seven (7) calendar days of a violation.* Supervisors shall review each employee's attendance history with the Department's Associate Director or Director on a monthly basis for policy compliance. Such reviews shall be so annotated in the supervisor's roll-book with the Associate Director's or Director's signature.
18. Custodial Supervisors shall use the following codes to record attendance exceptions in their roll-logs and within WTE. Supervisors shall track and confirm an employee's available bank of COMP, FH, V, APD, D, MLWP and WC before making such entries.
  - a. Tardy (T), code within WTE as Absent Without Pay
  - b. Excused Tardy (EXT), code within WTE as Absent Without Pay, Vacation, Illness, or other appropriate code
  - c. Early Departure (ED), code within WTE as Absent Without Pay, Vacation, Illness, or other appropriate code
  - d. Compensatory Day (COMP), no exception to report within WTE
  - e. Floating Holiday (FH), code as same within WTE
  - f. Illness (I), code as same within WTE
  - g. Illness Continued (IC), code as same within WTE
  - h. Vacation (V), code as same within WTE.
  - i. Any Purpose Day (APD), code as same within WTE
  - j. FMLA Illness (FI), code as same within WTE
  - k. FMLA Vacation (FV), code as same within WTE
  - l. FMLA Special Needs (FS), code as same within WTE
  - m. FMLA Without Pay (FWP), code as same within WTE
  - n. Special Needs Day (SND), code as same within WTE
  - o. Death Immediate Family (D), code as same within WTE
  - p. Funeral Not Immediate Family (F), code as same with WTE

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- q. Jury Duty (JD), code as same within WTE
- r. Absent Without Pay (AWP), code as same within WTE
- s. Continuing Absence Without Pay (CAWP), code as same within WTE
- t. Approved Absence Without Pay (AAWP), code as same within WTE
- u. Unauthorized Absence Without Pay (UAWP), code as same within WTE
- v. Disciplinary Suspension (DS), code as same within WTE
- w. Military Leave Without Pay (MLWP), code as same within WTE
- x. Workers Compensation (WC), code as same within WTE

cc: Mike Colburn, Senior Director, Facilities Operations and Maintenance  
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