

# WAYNE STATE UNIVERSITY

FACILITIES PLANNING AND MANAGEMENT

ASSOCIATE VICE PRESIDENT

5454 CASS AVENUE

DETROIT, MICHIGAN 48202

## REVISION / UPDATE

To: All Custodial Department Employees

From: James R. Sears

Date: November 30, 2009

Subject: Custodial Department Time and Attendance Policy  
Use of CS Gold Time Clocks  
Revised and Effective – December 14, 2009

\*\*\*\*\*

The purpose of this document is to clarify each employee's responsibilities regarding the time and attendance policy and the use of the CS Gold system and building card swipe devices located in each sector's area of assembly. This document revises and supersedes Time Clock Policy – (Effective May 5, 2008). 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 the 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 after swiping-out at the conclusion of the shift.
2. Employees will continue to use their OneCard to swipe-in at the beginning of the shift and swipe-out at the end of the shift. 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.
3. Unless required to communicate with the sector Custodial Supervisor, employees are required to leave their area of assembly and immediately report to their work area assignment in ready-to-work condition, once the shift has begun.
4. 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.
5. Employees shall not leave their work area assignment to return to their sector area of assembly more than 10 minutes, inclusive of contractual provisions for wash-up time, before the designated end time of their shift. Employees observed outside their work area assignment without prior approval from their supervisor shall be subject to applicable progressive disciplinary action.

As a convenience, employees may swipe in up to ten minutes before the beginning of a shift. However, 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.

6. Employees are required to swipe in and out for regular scheduled work times, as well as for overtime and emergency call-in.
7. Failure to swipe-in or out more than once in any rolling three month period will result in applicable progressive disciplinary action, unless an employee's OneCard is lost or damaged.
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. 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..
10. 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.
11. 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).
12. 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.
13. When approaching the card reader device to swipe in or out, employees must have their OneCard out, and ready to swipe.
14. 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 CS Gold reports.
15. At the end of each pay period, or as directed by the Payroll Department, Custodial Supervisors shall obtain a period report from the CS Gold system and use the reported data entries, along with exception codes maintained in the supervisor's roll-log, to report accurate and correct attendance exceptions to WTE.
16. 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.

17. 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
- 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 Layoff (DL), 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  
Donald Wrench, Interim Director, Custodial Services  
Angela Strickland, Director, Business Services  
Al Rainey, Director, Labor Relations  
SEIU, Local 517M  
A.F.S.C.M.E Local 1497  
H.E.R.E. Local 24

# WAYNE STATE UNIVERSITY

FACILITIES PLANNING AND MANAGEMENT

Date: February 24, 2014

To: WSU Grounds Personnel/Clerical

From: Donald Wrench, Director of Grounds/Custodial Operations

Subject: **WSU Grounds Unit - Time and Attendance Policy**  
**Effective – Monday, February 24, 2014**

\*\*\*\*\*

The purpose of this document is to clarify each Employee's responsibilities regarding this WSU Grounds Unit Time and Attendance Policy. Be advised that this policy shall be enforced.

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 (10) minutes before the beginning of a shift; no earlier. 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, and (2) 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.*

Unless previously requested and approved by the Department Director or Landscape Supervisor(s), 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.

3. 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.
4. Employees that swipe out earlier than their scheduled quit time, without prior approval from their Director/Landscape Supervisor, shall be subject to applicable disciplinary action.
5. Failure to swipe, more than 3 times in any rolling three month period will result in applicable progressive disciplinary action for Failure to Follow Instructions, unless an Employee's OneCard is lost or damaged. Evidence of the replacement of a OneCard must be provided to management.

6. SEIU Landscape 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, destruction of, tampering with, or vandalism of time clocks shall result in immediate termination.
7. 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.
8. Employees having prior approval, from their Director/Associate Director, to leave work during their shift shall swipe-out before leaving campus and shall swipe in again upon their return.
9. If an Employee's OneCard is lost, damaged, forgotten, or is otherwise unavailable to swipe-in or out, the Employee must inform a Landscape 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).
10. Any concern about the possibility of a Workforce timekeeping device malfunction must be reported immediately to the Landscape Supervisor and the Director at (313) 577-6954 or 313-577-4308.
11. To ensure that other Employees are able to swipe in and out in a timely manner, when approaching the time clock to swipe in or out, Employees must have their OneCard out, and ready to swipe.
12. Per SEIU Letter of Agreement #11 (Section 1), Landscape Supervisors must personally swipe each morning when they report to work (15 min. prior to the start of the shift) and immediately confirm proper system and device performance by reviewing Workforce reports, as applicable.
13. As a reminder, Management will continue to monitor compliance with applicable University and contractual provisions regarding the Time and Attendance policy, and will 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 discovery of the violation. However, *the University does not waive its right to issue discipline after seven (7) calendar days of a violation*. Management shall review each Employee's attendance history once every pay period for policy compliance by reviewing Workforce reports.

Employees who have questions about this policy may refer them to FP&M Grounds management. Employees who have questions about the WSU Attendance Standards may review the Administrative Policies and Procedures Manual (APPM) Section 3.0.11 that was distributed with the Time Clock Usage Notice (on February 24, 2014).

cc: Mark Allen, Senior Director, Facilities Operations and Maintenance  
Angela Strickland, Director, Business Services  
Labor Relations  
AFSCME Local 1497  
FP&M Grounds File

# WAYNE STATE UNIVERSITY

FACILITIES PLANNING AND MANAGEMENT

---

Date: February 24, 2014

To: WSU Grounds Personnel/Clerical

Re: **Time Clock Usage Notice**

As you are aware, we are making every effort to step up our customer service/operation efforts, which include our heightened awareness and adherence to University policies (including the WSU Attendance Standards, Administrative Policies and Procedures Manual [APPM] Section 3.0.11; copy attached). The WSU Attendance Standards will continue to be enforced.

For years, you have been accustomed to recoding your work hours on a manual time clock system. That process will no longer be utilized as of close of business on February 21, 2014.

In a move toward increased efficiency and accuracy in our attendance records, effective Monday February 24, 2014, we will begin using the electronic Workforce Software Timekeeping System, which will be located in the Grounds shop in the team meeting area where the existing manual time clock is located to accurately capture time. Employees shall use their WSU OneCard in order to register their work hours.

It will be your responsibility to (1) swipe in each day when you arrive for work, (2) and to swipe out for the day when you leave work. You are solely responsible for making sure that you register both of the required daily time clock swipes. The utilization of new technology for efficiency and accuracy purposes is a necessary part of all aspects of our work, and is a reasonable workplace improvement.

You will be given until Monday April 7, 2014 to get accustomed to the new procedure. On Monday, February 24, 2014 you will be expected to start to fulfill your responsibility of punching in and out, as designated above. For most of the workforce, the work day begins at 7:00am each work day (unless otherwise assigned), and you are expected to be here and ready to begin work by 7:00am. The work day ends at 3:00pm each work day (unless otherwise assigned/instructed). Thank you in advance for your attention and cooperation.

---

Donald Wrench  
Director of Grounds/Custodial Operations

cc/att: AFSCME Local 1497  
Labor Relations  
Grounds File