

File Name: Time Sheet/ Schedule Change Policy and Procedure

Orig. Date: February 14, 2011

Revision Date: February 2015

**Messiah College
Facility Services
Time Sheet/ Schedule Change Policy and Procedure**

Policy: It is the policy of Facility Services to track staff's time correctly on time sheets in accordance with the Messiah College policies, and to be consistent in the way schedule changes are approved by the Managers in Facility Services.

Objectives: To accurately report the time worked for all staff in the Facility Services department and to assure that proper notice is documented for any change in staff schedules.

Equipment: Schedule Change Forms (copy attached)
Staff Time Sheets

Responsibility: It is the responsibility of all staff to submit schedule change forms for any changes in their "normal" schedule and to complete their time sheets accurately. It is the responsibility of all managers to make sure schedule change forms and time sheets are submitted for each staff correctly following the policies and procedures of the department.

Procedure:

Step

1. On Call

Action

Paid time off for on-call duties must be used within the same two-week pay period as the emergency on-call duties performed. Time off must be scheduled and approved by the manager prior to the desired time off. The employee may NOT take time off without manager approval. In the event that the employee does not submit a paid time off request, the employee will be required to take paid time off for the last four hours of the last work day of the pay period. Failure to submit the required paperwork will be marked as an occurrence and may result in a performance-related discussion as it is the employee's responsibility to submit this request.

Scheduled time off may be taken prior to the emergency on-call period, as long as it is within the same two-week pay period. HOWEVER, if the employee does not complete the emergency on-call responsibilities, the employee will forfeit the four-hour paid time off for pager time.

It is the employee's responsibility to make sure the paid time off is taken during the same pay period as the emergency on-call responsibilities are completed. On-call time cannot be carried into other pay periods for any reason.

2. Calling Off

Maintenance and Grounds - The manager establishes who should be notified and how to notify in the event of calling off; however, once that contact is made the manager or the front office will forward the message on to others. If an employee leaves early for any reason, the front office needs to be contacted by the manager or the employee.

Campus Events - the call off procedure is found in the Campus Events comprehensive manual. Doctor appointments need to be made at least one day in advance.

3. Schedule Change Forms

These forms should be used for ANY absence or schedule change. The request should go to the manager or supervisor and the manager or supervisor should copy the front office when returning the approved schedule change.

Note: Maintenance will send their schedule change to the supervisor in the manager's absence only. Campus Events will send to their direct supervisor.

The employee should NOT copy the front office when requesting the schedule change.

4. Using Benefit Time

Personal Time - If an employee is asking off the same day they want off (for a couple of hours or the whole day) then personal time is to be used. Campus Events – when asking off any time after the schedule is posted would be processed as personal time. If an employee is out of personal

time vacation time is used and documented as an unscheduled occurrence.

Vacation Time - Each employee will need to follow the procedures for their area in asking off.

Campus Events – requires vacation time requests for one or two days to be submitted before the schedule is put out on Wednesdays for planning purposes. Vacation requests for one or two weeks must be submitted two weeks in advance.

Grounds and Maintenance – requires one days' notice for one day off (two days' notice for two days off, three days' notice for three days off, etc.) All time off requests are subject to the approval by the department manager for Maintenance and Grounds or the direct supervisor for Campus Events.

If an employee takes vacation time and upon return, states that he/she was sick, he/she may not change their time off to sick time after the fact. Likewise, an employee may not change sick time (used for an appointment or otherwise) to vacation time to ensure overtime that may occur later in the week. The original request stands as is (the only exception to this would be funeral leave as described in the *Employee Policy and Procedure Manual*).

Sick Time – Covers sick time and doctor appointments. For Facility Services (all Facility departments) an acceptable number of occurrences of sick time use per year are six. Any unexpected call off or early departure for any unexpected reason (except for use of personal time) is considered an occurrence. A single occurrence might include multiple concurrent days off – example: an employee who calls off three days in a row is considered one occurrence. If an employee exceeds six occurrences within a twelve month period, employment counseling, appraisal documentation and/or employment discipline is warranted to improve the behavior. The twelve month period will be the appraisal date to

appraisal date for each employee.

For appraisal purposes:

0 occurrences would rate a 3

1 to 5 occurrences would rate a 2

6+ occurrences would rate a 1

Any time an employee is out sick for three or more days HR must be notified by the manager of that employee and a doctor's note is required.

5. Black-Out Dates

There are certain times during the year where it is extremely important to have everyone here and working. These times have been identified for Campus Events as -

Welcome Week – the days or week just before as well as the first week of classes

Homecoming – two days prior as well as the day of as scheduled.

Commencement – week before, day of and week after.

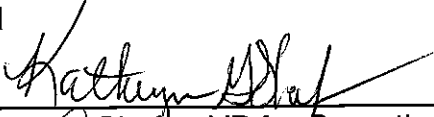
Time off requests during these black-out dates must be approved by the department Manager and the Director of the department.


6. Time Sheets

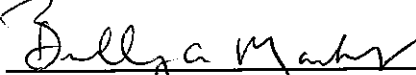
These need to accurately give the time worked. If called in for snow removal, or any other emergency, time worked needs to be recorded as outlined in the Emergency Closing Procedure in the *Employee Policy and Procedure Manual*. For example, if the employee comes in early for an emergency and decides to leave after working 8 hours, actual time worked needs to be correctly reflected under the regular hours worked.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".

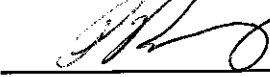
X Approved ___ Reviewed ___ Revised

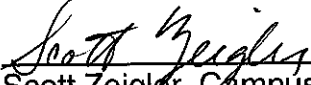

Kathie Shafer, VP for Operations

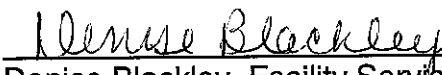

Amanda Coffey, VP for Human Resources and Compliance


Brad Markley, Director of Facility Services

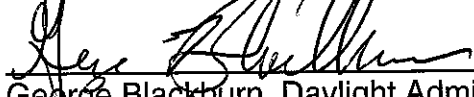

Dan Smith, Facility Manager

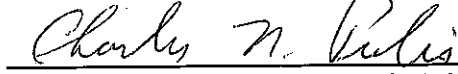

Pete Ramsey, Grounds Services Manager


Scott Zeigler, Campus Events Manager


Denise Blackley, Facility Services Administrative Coordinator


Jennifer Sheaffer, Administrative Assistant


George Blackburn, Daylight Administrator


Chuck Pulis, Night Time Administrator


Dan Soltis, Facility Maintenance Supervisor

MESSIAH COLLEGE

Facility Services

Schedule Change Form

Employee Name: _____ Date: _____
Department: [Click for Department](#) _____ Shift: [Click for Shift](#) _____ Position: _____

Reason for Change: Sick Doctor Vacation Funeral Personal Day Day w/out Pay
Other

[Click For Funeral Type](#)

Please indicate the dates for which you are requesting time off.

Date From: _____ Date To: _____

Total Hours: _____ or Total Days: _____ If partial day(s), indicate dates and hours below:

Comments: _____

Requests must be submitted to your supervisor within a reasonable timeframe for approval.

SUPERVISORY APPROVAL

Time off approved as submitted.

Time off approved for the following:

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

Time off denied. Reason: _____

Date of Approval: _____