**Procedures**

***The following five (5) general rules governing absenteeism will be strictly enforced:***

1. All employees are expected to meet their regular work schedule. Excessive absenteeism and/or tardiness will not be tolerated.
2. All employees are required to contact their direct supervisor at least thirty (30) minutes before their shift, or as soon as practicable, if they are unable to report for work at their regularly scheduled time. Notifying anyone other than the direct supervisor or another management team member will not be considered proper notification, and the unauthorized absence or tardiness may result in disciplinary action, up to and including termination of employment. Employees should be prepared to explain both the reason (e.g. illness, family member sickness, FMLA, etc.) for the absence and the time or date when they anticipate being able to return to work.
3. Failure to call in a timely manner will be considered a no call/no show. Two (2) separate incidents of no call/no show will result in termination of employment. A no call/no show event lasting three (3) consecutive workdays may be considered job abandonment and may be deemed an employee’s voluntary resignation of employment. The employee will not be eligible for rehire.
4. Employees absent for personal illness more than three (3) consecutive shifts are required to provide a statement from a healthcare provider confirming the employee’s suitability to return to work.
5. Employees whose attendance is determined to be unacceptable regardless of reason will be subject to disciplinary action up to and including termination of employment.

**Time Clock (Non-exempt Employees)**

The time clock keeps track of the hours that non-exempt employee’s work. Non-exempt employees are not allowed to do any work when not punched in to the time clock.

Employees may not submit false information regarding time worked. Tampering with the time clock, or assisting or participating with another employee with the intent to defraud the Library System will subject an employee to immediate termination of employment.

Following are instructions for non-exempt employees utilizing time clocks:

1. All non-exempt employees will be given a time clock identification number and will also use a biometric finger screening to clock in to and out of work.
2. Non-exempt employees should punch in at the start of each workday and punch out at the end of each workday.
3. Non-exempt employees are also required to punch in and out for meal breaks.
4. Employees working more than six consecutive hours per day are expected to take no less than a thirty (30) minute meal break off-the-clock. Should the employee inadvertently forget to punch in or out, he/she should notify the direct supervisor or other management team member immediately.
5. Unless approved by a supervisor, non-exempt employees may not clock in earlier than seven (7) minutes before the scheduled starting time of their shift.
6. Unless approved by a supervisor, any non-exempt employee not working approved overtime must clock out no later than seven (7) minutes after the end of his/her scheduled workday.
7. Non-exempt employees must not engage in off-the-clock or unrecorded work.
8. Non-exempt employees must not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless authorized to do so and that time is recorded on the timecard.
9. Personal business such as doctor, dental, school and other appointments should be scheduled to minimize disruption of work.

Supervisors will advise employees of the time their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and/or week.