

Messiah University
Time Sheet/Schedule Change Policy and Procedure
February 2024

Policy: It is the policy of Facility Services to track staff's time correctly on time sheets in accordance with the Messiah University policies, and to be consistent in the way schedule changes are approved by the supervisory staff 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 supervisory staff to make sure schedule change forms and time sheets are submitted for each staff correctly following the policies and procedures of the department.

Procedure:

1. On Call (Facility Maintenance)

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 supervisory staff prior to the desired time off. The employee may NOT take time off without supervisory staff approval. In the event that the employee does not submit a 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 supervisory staff establishes who should be notified and how to notify in the event of calling off; however, once that contact is made the supervisory staff 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 supervisory staff or the employee.

Campus and Building Services - the call off procedure is found in the Campus and Building Services comprehensive manual.

3. Schedule Change Forms

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

Note: Maintenance will send their schedule change to the supervisor in the assistant director's absence only. Campus and Building Services 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 and Building Services – 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. Doctor appointments need to be made at least one day in advance.

Vacation Time - Each employee will need to follow the procedures for their area in asking off. Staff should not make any reservations before time is approved

Campus and Building Services – 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 direct supervisor for Maintenance, Grounds and Campus and Building Services.

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. 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) All University employees are hired to perform important functions in support of the mission of the institution. As with any team effort, it takes cooperation and commitment from everyone to operate effectively. Therefore, employee attendance and punctuality are very important. Absences cause a slow-down in the work and added burdens for colleagues and supervisors. This is particularly true in the Operations Division due to the nature of our work. Consistent and reliable attendance is expected from all employees because it supports the work of the department and demonstrates a core value of our division.

We recognize, however, that employees may experience emergencies or unanticipated urgent situations that require immediate attention. For this reason, the University provides personal time and the division allows for up to six unscheduled events, such as calling off sick, arriving late, or leaving early. Department guidelines dictate what constitutes an unscheduled event but this would typically be when time off is taken with less than 24 hours' notice and/or the time off was not previously requested and approved. Employees sick for more than one day need to call in each day but the subsequent days are not considered separate unscheduled events. Employees exceeding six unscheduled events in a 12-month period can anticipate performance counseling in accordance with their department's practice. The twelve month period will be the appraisal date to appraisal date for each employee.

For appraisal purposes:

0-6 occurrences meets requirements

More than 6 occurrences does not meet requirements

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

FMLA information can be found on the Human Resources website. When using FMLA, the time off request must state that FMLA is being used and a comment must be made on the time sheet that FMLA is being used.

5. Time off - When out of Benefit Time

Excluding FMLA time off, if an employee uses all of their benefit time (vacation, sick and personal), they may only take time for being sick and doctor visits. Normal occurrence rules apply. The time must be flexed if possible. Each incident of flexed time off and/or unpaid time off will count as an occurrence.

6. Limited Time off Dates/Events

Supervisory staff may limit approval for time off based on Job Needs and Responsibilities to support department functions. Employees should not make plans to be off work without supervisor's approval.

Limited Time off Events

Commencement

MJAA Conference

Welcome Week

Move in Day

Homecoming

7. 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 Closure Policy 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.

**Attachment:
MESSIAH UNIVERSITY
Facility Services
Schedule Change Form**

Employee Name: _____ Date: _____
Department: _____ Shift: _____ Position: _____

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

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:

Scott Zeigler, Form
creator Signature

Electronically signed by Scott Zeigler on 02/13/2024 3:29:21 PM

Vice President for
Operations Signature

Electronically signed by Kathie Shafer on 02/14/2024 9:35:26 AM

Vice President for Human
Resources and
Compliance Signature

Electronically signed by Amanda Coffey on 02/13/2024 3:43:08 PM

Director of Facility
Services Signature

Electronically signed by Bradley Markley on 02/13/2024 3:33:45 PM

Assistant Director,
Physical Plant Signature

Electronically signed by Brian Miller on 02/14/2024 2:08:53 PM

Assistant Director,
Building and Grounds
Signature

Electronically signed by Mark Graybill on 02/13/2024 3:46:45 PM

Campus and Building
Services Manager
Signature

Electronically signed by Laura Price on 02/14/2024 7:41:12 AM

C&BS Assistant Manager
- 3rd Shift Signature

Electronically signed by Theresa Day on 02/13/2024 7:41:51 PM

Facility Services
Administrative Coordinator
Signature

Electronically signed by Denise Blackley on 02/14/2024 8:15:21 AM

Administrative Assistant
for Facility Services
Signature

Electronically signed by jennifer sheaffer on 02/14/2024 1:48:11 PM

Facility Maintenance
Service Supervisor
Signature

Electronically signed by Jarrod sites on 02/14/2024 10:46:21 AM