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3.2 Attendance / Work Hours

Saint Mary's College of California

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3.2 Attendance / Work Hours

The College has policies regarding work hours and attendance to provide consistency among College departments.

3.2.1 Attendance Policies and Procedures

Every staff member is expected to be punctual, to observe required hours of work and to notify the department supervisor at the earliest possible time when he/she will be absent or late because of illness, emergency or other unexpected cause. Excessive unexcused absenteeism, patterns of absenteeism (e.g. repeated absences on Mondays and Fridays), or tardiness can result in disciplinary action, including termination. An employee who is absent three or more consecutive work days without notice is presumed to have voluntarily resigned.

All staff employees and their supervisors must sign the attendance or exception report to document time off.

- **Non-exempt** employees are required to submit attendance reports to Payroll on the 5th and 20th of each month. Attendance reports must document all work time and absences during the pay period, and must be signed by both employee and supervisor, certifying that those are the hours actually worked during that period.
- **Exempt** employees are required to submit monthly absence reports to their supervisor, whether or not the exempt employee was absent during the month. Absence reports must note time off, e.g. vacation, holiday, sick leave, jury duty, bereavement or any other approved leave. Absence reports must be signed by both employee and supervisor, certifying that the time off indicated for that period is accurate and complete. Absence reports are due in Payroll by the 5th of each month for absences during the previous month.
- The Payroll Office will not accept any unsigned attendance or absence reports. Failure or refusal to complete attendance or absence reports may result in disciplinary action.
- If a supervisor believes an attendance or absence report submitted by an employee is not accurate, the supervisor should discuss the concern with the employee. The employee, not the supervisor, should make any changes to the employee's timesheet or attendance report.
- Attendance or absence records signed by employees' supervisors, must accurately document all time off from work.

See Section 8 Benefits: 8.1, 8.2, 8.4 and 8.5 for additional information on vacation and sick leave.

3.2.2 Pay Days

Paydays are the 15th and the last day of the month. If either of these days falls on a weekend or College holiday, payday will be the workday before. The pay received on the 15th of the month compensates for work performed the 1st of the month through the 15th. The paycheck on the last day of the month is for work performed the 16th of the month through the end of the month.

3.2.3 Paychecks

The Payroll Office is responsible for the preparation and disbursement of the payroll. Each employee's pay advice ("pay stub") will be available electronically via Gaelxpress by 8:00 a.m. each pay day. Individual pay advices will be available electronically for two (2) years following that pay day.

3.2.4 Direct Deposit

Employees are strongly encouraged to have their paychecks deposited directly with their bank, credit union or other financial institution. Forms to sign up can be found at the Human Resources website, or outside the Human Resources office. Those employees who do not have direct deposit will have their paychecks mailed to them on payday.

3.2.5 Garnishments

If the Payroll Office receives a court order to withhold (garnish) a portion of an employee's paycheck, it will promptly notify the employee of the garnishment and his/her rights.

3.2.6 Pay and Vacation Records

The Payroll Office posts attendance reports and pay records for all employees and Human Resources is the official keeper of the records as defined by law. In the event of a dispute, these signed attendance reports are the official records of the College and shall prevail. Human

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Resources is responsible for maintaining records of vacation time accrued and taken, and its records are the official records of the College.

On a regular basis Human Resources audits the attendance records submitted by employees. Attendance reports may be questioned for accuracy and clarification at which time adjustments may be required.

It is the responsibility of every employee to submit attendance reports in a timely manner as described in Section 3.2.1. Failure to do so can be cause for discipline including termination.