Memo of Understanding

Oberlin College/ UAW

Disciplinary Procedure for Attendance

Oberlin College expects employees to come to work during scheduled work hours. Many employees have from acceptable to good attendance. The OC/UAW Contract affords sick leave in recognition of the reality of possible illness, but the College cannot operate when employees do not come to work. Rooms must be cleaned, students must be fed and facilities maintained.

There are those who are continuously and repeatedly absent, having utilized all of their sick leave as extra vacation days. These absences apply an unfair and unreasonable burden on their co-workers and adversely impact the College’s operations. The College continues the attendance monitoring program and will take appropriate disciplinary action with these employees whose attendance presents recurring problems.

Attendance violations will not be subject to the disciplinary procedure until after the 6th occurrence. (Occurrence is defined as any absence of one or more days, any tardy and unauthorized early departure).

Problems with time-keeping equipment will not be included as part of a pattern: Equipment may include, but not limited to ID cards, swipe device, and internet line; a missed card swipe due to a manager asking employee to start early or address an issue; resulting in a swipe being missed will not be counted as a pattern. Employees not having their ID card when arriving at work will be able to notify their supervisor or security, before the start of their shift, and not be subject to penalty as long as there is no pattern of abuse.

Absent, Tardy, Early Departure

The basis for review for counseling and/or disciplinary action due to attendance shall be calculated on a points system.

- Absent (Call Off): 1.0
- Absent (No Call/No Show): 2.0 – 1 hour after start of shift.
- Tardy: 0.25 – (7 mins to 59 mins after start of shift). Discipline will start after 2nd occurrence
- Early Departure: (Unauthorized)
  - 1st – 0.00
  - 2nd & 3rd – 0.50 each
  - 4 or more 1.0 each
  - If an employee has no work to perform, he/she would be allowed to leave early with supervisory permission, and would not be subject to the attendance policy.

Any extra shift(s) agreed to by the employee will be noted in one of the following manners between the employee and management;

- Email
- Text Message (by email, not by phone)
- Signed note by both employee and manager
This procedure will not be used to ask for overtime. This is to verify that overtime has been asked and/or accepted.

An employee is required to leave a message in the call-off voice mailbox. This notification must be repeated every day that an employee will be absent. Failure to call-off in a timely manner 1 hour after the start of the shift) will result in the Absence being classified as a “No Call/No Show”.

It is the employee’s responsibility to provide the following information when calling the call-off voice mailbox:
- Employee’s Name
- Work Location
- Absent or Late (expected arrival time)
- Explanation (Sick, approved FMLA), Personal (if time available)
- This will not subject the workers to discipline, but if found inadequate; the employee will be reminded to be more detailed.

If an employee is absent for three (3) consecutive days without notifying their supervisor, the College will consider it “job abandonment” and must assume that the employee has voluntarily quit their job.

An employee missing three (3) consecutive days of work are required to present a doctors release to return to work.

One (1) of the three (3) personal days may be taken in two (2) hour allotments unscheduled. The remaining two (2) personal days must be preapproved.

The attendance policy will be administered on a 12-month rolling year basis. Meaning, points roll off at the 12th month (the date for which they were incurred); example of a rolling 12-month period – employee is absent on 01/15/17 and 02/02/17; the absences stay on record for the purpose of this policy until 01/15/18 and 02/02/18. Each absence falls off when it reaches its anniversary date. Based on attendance of the employee, they could never have a Zero balance or could have a Zero balance most of the year.

The following kinds of absences, when prearranged and/or in accordance with applicable law or College policy are not counted as occurrences:
- Approved Vacation
- Approved Leaves of Absence (STD)
- Approved Workers Comp Illness or Injury
- Approved Family Medical Leave (FMLA)
- Approved Bereavement Leave
- Military Leave
- Jury Duty
- Absence/Tardy as part of the Adverse Weather Conditions/Emergency Situations Policy
- Medical documentation verifying
- Floating holidays & personal days

# Of Points over the rolling 12 months corrective action steps
0.25 – 3.0  None, counseling as appropriate based on pattern
4.0      Written Verbal Warning
5.0      Written Warning
6.0      Final Written Warning and Working Suspension (3 days)
7.0      Last Chance Warning and Working Suspension (5 days)
8.0      Discharge

- Exceptions may be made due to ADA requests.
- TBD – Perfect attendance proposal may be a part of our economic discussion.
- If an employee is seeking FMLA or an ADA request disciplinary action will be held until the completion of the FMLA or ADA request. If the request is denied this means the employee “could” receive multiple disciplinary actions at one time.
- If an employee has a benefit time request denied and calls off during the denied time the employee will receive occurrence(s).