

Table of Contents

| | |
|--|-----------|
| 1. Absenteeism and Lateness | 2 |
| 2. Non-Performance of Duties | 5 |
| 3. Illness While on Duty | 6 |
| 4. Accidents | 6 |
| 5. Protective Equipment | 6 |
| 6. Personal Time Off | 6 |
| 7. Walking off the Job | 6 |
| 8. Coffee Break | 7 |
| 9. Computers | 7 |
| 10. Telephones | 7 |
| 11. Televisions | 7 |
| 12. Radios | 7 |
| 13. Smoking | 7 |
| 14. Alcohol and Drugs | 7 |
| 15. Student Request | 8 |
| 16. Removal of College Property | 8 |
| 17. Emergency Closings | 8 |
| 18. Personal Conduct | 8 |
| 19. Visitors | 8 |
| 20. Parking | 8 |
| 21. Uniforms | 8 |
| 22. Payroll | 9 |
| 23. Sexual Harassment | 10 |
| 24. Workplace Violence | 10 |
| 25. Weapons | 10 |

1. Absenteeism and Lateness

Absenteeism and lateness will not be tolerated, as they are disruptive to the workplace and place unfair burdens on other employees and managers.

A. Absenteeism

1. Reporting of absences

Employees are expected to report to work on time on a regular basis. When an employee is going to be absent, each employee should notify the appropriate College authority as far in advance as possible of the start of the employee's shift of the reason for absence and the anticipated date of return. An employee who starts work at or after 8:00 am who is unable to report to work on time on account of illness (including the illness of a child or children of the employee) shall notify the appropriate College authority no later than one (1) hour before the beginning of his or her shift. All other employees shall provide such notice no later than fifteen (15) minutes before the beginning of his or her shift. In the case of Power Plant employees, the notice period for all shifts is not less than two (2) hours before the beginning of the shift.

It is each employee's responsibility to ensure that proper notification of an absence is given. Asking another employee, relative, or friend to give this notification is not acceptable, except in emergency situations. If the appropriate College authority is not available, the employee may give notice by leaving a voice message at a number designated in advance by his or her manager. When an employee fails to provide the required notice without good cause, the absence shall be considered unexcused, sick leave pay shall not be granted for the time lost, and the employee will be subject to discipline.

B. Lateness

Each employee is expected to be in uniform and ready to work at the time his or her shift is scheduled to start. An employee will be considered late if he or she does not report to work or is not ready to work at the start of his or her scheduled shift. An employee is expected to return to work at the end of his or her meal period, otherwise he or she will be considered late. An employee is expected to work until the end of his or her assigned shifts unless he or she is given permission to leave early by their manager. An employee who is late shall deduct lost or missed time when completing his or her timecard. An employee is not allowed to work through his or her meal breaks to make up for being late at the beginning of his or her

shift or for leaving before the end of his or her shift, unless they have prior approval from their manager.

If an employee is fifteen (15) or more minutes late, and has not called in to report that they will be late, the manager will look for a replacement. If an employee is fifteen (15) or more minutes late, and has called in to report that they will be late, the manager may look for a replacement depending upon the needs of the College and when the employee is expected to arrive at work. If the employee arrives late and at the time he or she arrives, the manager has already arranged for a replacement, the manager may send the employee home without pay. If there are other vacancies that day, however, the manager may offer the employee another job for the day. If the employee had not called in, the day will be considered an unexcused absence. If the employee had called in, the situation will be considered an occurrence of lateness.

C. Failure to Provide Appropriate Notice of Absence and Lateness

Failure to adhere to above described procedures for notifying the College of an absence or lateness will result in the employee being charged with an unexcused absence.

D. Discipline for Absenteeism

Unsatisfactory attendance will result in disciplinary action, up to and including suspension and termination. It will also have an adverse effect on any consideration for promotion.

1. Unexcused Absences

The following shows the minimum discipline which will be administered for an unexcused absence:

- 1st unexcused absence will result in at least a verbal warning;
- 2nd unexcused absence within one year of 1st unexcused absence will result in at least a written warning;
- 3rd unexcused absence within one year of 2nd unexcused absence will result in at least a 3-day suspension;
- 4th unexcused absence within one year of 3rd unexcused absence will result in at least a 5-day suspension; and
- 5th unexcused absence within one year of 4th unexcused absence will result in discharge.

If an employee is absent for 3 consecutive days without notifying his or her manager, he or she is subject to immediate discharge.

The College may require a doctor's statement or any other information it considers satisfactory to confirm the validity of an employee's reason for the absence or entitlement to sick leave or to confirm that an employee is able to return to work. In addition, the College may require the employee to be examined by a physician retained by the College to determine the validity of an employee's reason for the absence or entitlement to sick leave or ensure that the employee is physically fit to return to his or her job.

2. Excessive Absenteeism

If an employee accumulates an excessive number of individual absences (either excused or unexcused), he or she will be placed on the **poor attendance list** and will be required to furnish medical proof of illness to the Department for each subsequent absence. Specifically, the employee will be notified in writing that for the next twenty-six weeks in which the employee is working at the College, for each and every subsequent absence, he or she will be required to present his or her manager with written notification from a certified medical practitioner stating:

1. that the employee was seen on the day of the absence;
2. that the employee was unable to work on the day of the absence;
3. the reason for the absence; and
4. the date that the employee is able to resume his or her job.

Excessive absenteeism may affect consideration for allocation of overtime when scheduling. It will also have an adverse effect on any consideration for promotion.

The following guide defines excessive absenteeism (an occurrence is one or more consecutive days where the employee is absent from work):

- 3 occurrences in less than 8 calendar weeks
- 4 occurrences in less than 10 calendar weeks
- 5 occurrences in less than 12 calendar weeks
- 6 occurrences in less than 20 calendar weeks

Excessive absenteeism may be subject to the following minimum discipline:

- 1st - verbal warning
- 2nd - written warning
- 3rd - within 1 year of 2nd infraction - 3-day suspension
- 4th - within 1 year of 3rd infraction - 5-day suspension
- 5th - within 1 year of 4th infraction - discharge.

E. Discipline for Lateness

Repeated lateness will subject an employee to discipline, up to and including suspension and termination. It will also have an adverse effect on any consideration for promotion. Excessive lateness may also affect consideration for allocation of overtime when scheduling.

The following shows the minimum discipline which will be administered for lateness:

- 1st lateness will result in at least a verbal warning;
- 2nd lateness within one year of 1st lateness will result in at least a written warning;
- 3rd lateness within one year of 2nd lateness will result in at least a 3-day suspension without pay;
- 4th lateness within one year of 3rd lateness will result in at least a 5-day suspension without pay; and
- 5th lateness within one year of 4th lateness will result in discharge.

2. Non-Performance of Duties

Non-performance of duties may be subject to the following minimum discipline:

- 1st - verbal warning
- 2nd - written warning
- 3rd - within 1 year of 2nd infraction - 3-day suspension
- 4th - within 1 year of 3rd infraction - 5-day suspension
- 5th - within 1 year of 4th infraction - discharge.

Insubordination, the refusal to follow a direct order, may be subject to immediate termination.

3. Illness While on Duty

An employee who becomes ill while on duty shall notify the manager immediately. The employee may be sent home at the manager's discretion. If an employee needs emergency assistance, Campus Police should be called at ext. 2121.

4. Accidents

Accident prevention is everyone's business. Unsafe areas, practices, and equipment should be reported to the manager immediately. Each and every accident which occurs while on duty must be reported to the manager immediately. An Accident Report Form is to be completed by the injured employee as soon as possible after the accident. In case of a serious accident which requires immediate attention, call Campus Police at X2121.

Medical assistance is available for injured employees at the College's designated Occupational Medicine facility.

5. Protective Equipment

For your safety, certain jobs require that Personal Protection Equipment be used on the job; the equipment will be provided by your Department. It is mandatory that any Personal Protection Equipment that is determined to be required by the Environmental, Health and Safety Office must be worn.

6. Personal Time Off

The College-Union agreement provides for paid sick leave, Article 10, which is to be used for personal accident or illness. If an employee has a compelling personal problem for which time off is desired, the manager should be notified as far in advance as possible. The request will be considered and if at all possible will be granted. Such time off may be covered by a paid personal day providing the employee is eligible for a paid personal day, Article 31, and the day had prior approval of the manager. Otherwise, the time off will be unpaid. The department will attempt to cover the jobs thus vacated without involving overtime. An Absence Report (blue slip) must be filled out for personal (excused) time off.

7. Walking off the Job

Any employee who leaves the work area during the scheduled shift without prior permission of a manager will be considered as having an unexcused absence.

If an employee deliberately walks off the job, it will be considered as a voluntary resignation from the College.

8. Coffee Break

A coffee break of ten minutes will be scheduled by the manager. This is a paid break and employees should not leave the area without prior permission.

9. Computers

Employee use of computers for work related tasks will be designated by the manager. Computer use for personal reasons during the work day, shall only be granted during break time and is restricted to available public cluster computers.

10. Telephones

The College telephones are for work related purposes and not to be used by employees for personal calls. There are pay telephones located in most buildings. The use of personal cell phones during work hours is prohibited. Cell phones may be used during designated break times.

11. Televisions

The unauthorized use of televisions is not permitted.

12. Radios

With the permission of the manager, radios will be permitted. Radios should be used with discretion in the residence halls. The manager may request the removal of a radio at any time. The use of headset audio devices, **unless the manager gives prior approval**, are not allowed during working hours due to safety considerations.

13. Smoking

Smoking is not permitted in any College buildings or specified work areas. Smoking is allowed in designated outdoor smoking areas only.

14. Alcohol and Drugs

There will be no drinking of alcoholic beverages while on duty. Any employee found to have alcohol in his/her possession will be terminated immediately. Possession and/or use of illegal drugs while on duty is prohibited. Any employee found to have illegal drugs in his/her possession will be terminated immediately.

15. Student Request

All students' requests should be referred to a manager. Equipment, food and/or supplies should not be given out unless the student has received the permission of the manager.

16. Removal of College Property

Unauthorized removal of any College property is against College policy and will result in immediate termination. No equipment, food and/or supplies are to be removed from the College without prior permission of the manager.

17. Emergency Closings

In rare instances, the College may find it necessary to close due to inclement weather or emergency conditions. If this should occur, employees in positions deemed essential by the College should make every reasonable effort to report to work even when the College is officially closed.

Employees shall be notified by the College prior to the first day of classes each fall of which operations are deemed essential by the College.

Refer to College-Union Agreement Article 7, section 7.1(f).

18. Personal Conduct

All positions require that the employees be able to work cooperatively and pleasantly with co-workers and the college community. This means that there should be no shouting or loud arguments, and employees should never engage in fighting or horseplay. Disciplinary action up to and including discharge from employment may result from such activity.

19. Visitors

There shall be no visitors in designated work areas unless the person is on authorized union business or has the approval of the manager on duty.

20. Parking

Employee parking areas are determined by Campus Police. All rules and regulation must be adhered to or the employee is subject to ticket and towing. Employees must use assigned parking lot.

21. Uniforms

The College will provide and launder uniforms. **The College will not clean or launder any employee's own clothes, or T-shirts.** If uniforms are not returned

on laundry day, the employee should notify the manager immediately, since each employee's laundry is the responsibility of the individual. If an employee reports for work without the required uniform, the appropriate disciplinary action will occur. Violations of the uniform policy may be subject to the following minimum discipline:

- 1st - verbal warning
- 2nd - written warning
- 3rd - within 1 year of 2nd infraction - 3-day suspension
- 4th - within 1 year of 3rd infraction - 5-day suspension
- 5th - within 1 year of 4th infraction - discharge.

This uniform policy applies to all time worked; anyone working an overtime day is expected to report for work in uniform.

22. Payroll

1. The payroll week runs from Sunday morning through Saturday night. Payday is the following Friday.
2. It is the employee's responsibility to complete his/her time card accurately each day. If an employee's time card is not filled out and/or signed at the end of the week, no time will be processed on the payroll for the employee that week.
3. Only overtime which is reported and authorized by the manager will be included on the weekly payroll.
4. As stated in the College-Union agreement, Article 7, section 7.3, "Employees reporting to work later than the hour for starting shall report to the manager in charge or other authorized person before going on duty."
5. An Absence Report (blue slip) should be filled out and signed on the first day that an employee returns to work after his/her regularly scheduled shift. A report must be filled out any time an employee does not work the full shift. This blue slip will be given to the employee by the manager, but it is the employee's responsibility to complete the form.
6. Time cards are legal documents and should be filled out accurately on a daily basis. No employee is to sign another's time card. Falsification of a time card may result in termination.

23. Sexual Harassment

Wellesley College is committed to ensuring a safe and productive learning and working environment, free from sexual harassment or intimidation, for all its members. At the time of hire you received a copy of the policy. Please take the time to read this booklet to familiarize yourself with aspects of our policy prohibiting sexual harassment. The unabridged policy is available on the College Wide Information System (CWIS) or printed copies are available through your manager.

24. Workplace Violence

Wellesley College seeks to maintain a safe, healthy and secure work environment. It is the College's goal to create a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Employees play a major role in the College's efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously, and reporting incidents immediately.

Wellesley College treats reports of threatening behavior or violence seriously and will take appropriate action in response. The College has the right to search any area or property, including personal property, in order to investigate reports of workplace violence. For information regarding the College's response to a workplace violence crisis, please refer to the Wellesley College Emergency Response Plan.

The unabridged policy is available on the College Wide Information System (CWIS) or printed copies are available through your manager.

25. Weapons

Wellesley College expressly prohibits the use, possession, or sale of any weapon, other than as expressly authorized by the College, by any person or employee while on College property and/or while conducting business on behalf of or for the benefit of, the College. This prohibition applies even if an individual has a legal permit to carry a weapon. Massachusetts General Laws (MGL, Chapter 269, section 10(j)) also prohibit carrying a firearm, whether loaded or unloaded, or any other dangerous weapon, in any building or on the grounds of any college or university.

Persons who are on Wellesley College property and/or conducting business on behalf of, or for the benefit of, the College, are required to abide by this policy and are required to cooperate in any investigation the College deems necessary to enforce this policy.

Persons who do not comply with this policy may be subject to disciplinary action, up to and including removal from College property and/or termination from employment. This action is separate from any criminal penalties that may be pursued for violation of state laws.