

Table of Contents

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

1. Absenteeism, Lateness, and Early Departure¹

Unless there is an “allowable purpose” for an absence, lateness, or early departure, employees are expected to report to work on time when they are scheduled to work, and to remain at work until the end of their regular assigned shift or work day. “Allowable purposes” for an absence, lateness or early departure may include:

- An employee’s own illness, injury or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- The illness, injury or medical condition of an employee’s child, spouse, parent or parent of a spouse that requires home care, professional medical diagnosis or care, or preventative medical care;
- Attending routine medical appointments of the employee or the employee’s child, spouse, parent or parent of a spouse;
- To address the psychological, physical or legal effects of domestic violence; or
- To travel to and from an appointment, a pharmacy or other location related to the purpose for which the time was taken.

Unexcused lateness, excessive absenteeism, and early departure, however, each as defined below, will not be tolerated, as they are disruptive to the workplace and place unfair burdens on other employees and managers. In addition, if an employee commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time, the employee may be subject to disciplinary action. Also, if an employee exhibits a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, the College may discipline the employee for misuse of earned sick time, unless the employee provides verification of authorized use.

A. Absenteeism

i. Reporting an Absence

Employees are expected to report to work when they are scheduled to work. When an employee is going to be absent, he/she 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. In the case of planned absences (for example, to attend a pre-scheduled medical appointment), the employee will be expected to notify the College as soon as he/she knows that he/she will be absent. For

¹ This policy is intended to be in compliance with the provisions of the Family and Medical Leave Act, Americans with Disabilities Act, Massachusetts Small Necessities Leave Act, Massachusetts Paid Sick Time law, and other relevant laws and regulations. Where those laws and regulations provide greater protections, if at all, the laws and regulations will control.

unexpected or unplanned absences, an employee who is scheduled to report to work at or after 8:00 am but who is unable to report to work for any reason shall notify the appropriate College authority no later than one (1) hour before the beginning of his/her shift. An employee who is scheduled to report to work prior to 8:00 am but who is unable to report to work for any reason shall provide such notice no later than thirty (30) minutes before the beginning of his/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.

ii. Unexcused Absence

When an employee fails to provide the required notice of his/her absence without good cause, or if the absence is not for an allowable purpose, the absence shall be considered unexcused, and the employee will be subject to disciplinary action.

iii. Excessive Absenteeism

Excessive absenteeism, even absences for allowable purposes, may be cause for disciplinary action, up to and including termination. Excessive absenteeism is defined as:

- absences (excused or unexcused), when taken together with latenesses and early departures, if any, that total over 40 hours within a 12 month period, or
- two or more unexcused absences within a 12 month period.

B. Lateness

i. Reporting a Lateness

Employees are expected to be in uniform (where required) and ready to work at the time their shifts are scheduled to start. An employee will be considered late if he/she does not report to work or is not ready to work at the start of his/her scheduled shift. Employees are also expected to return to work at the end of their meal periods; failure to do so will be considered an incident of lateness.

If an employee is fifteen (15) or more minutes late to the start of his/her shift, and has not called in to report that he/she 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 he/she will be late, the manager *may* look for a replacement, depending upon the needs of the College and the employee's expected arrival time. If the employee arrives late and, at the time of his/her arrival, 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, but will not be required to, offer the employee another job for the day. An employee who is late shall deduct lost or missed time when completing his/her timecard.

ii. Unexcused Lateness

When an employee fails to provide the required notice of his/her lateness without good cause, or the lateness is not for an allowable purpose, the lateness shall be considered an unexcused lateness and the employee will be subject to disciplinary action.

iii. Excessive Lateness

Excessive lateness, even latenesses for allowable purposes, may be cause for disciplinary action, up to and including termination.

Excessive lateness is defined as:

- latenesses (excused or unexcused), when taken together with absences and early departures, that total over 40 hours within a 12 month period,
- or two or more unexcused latenesses within a 12 month period.

C. Early Departure

An employee is expected to work until the end of his/her assigned shift unless he/she is given permission to leave early by his/her manager. An employee who departs early shall deduct lost or missed time when completing his/her timecard. An employee may not work through his/her meal breaks to make up for being late at the beginning of his/her shift or for leaving before the end of his/her shift without prior approval from his/her manager.

i. Unexcused Early Departure

When an employee departs early without the prior approval of his/her manager, or the early departure is not for an allowable purpose, it shall be considered an unexcused early departure and the employee will be subject to discipline.

ii. Excessive Early Departure

Excessive early departure, even early departures for allowable purposes, may be cause for disciplinary action, up to and including termination.

Excessive early departure is defined as:

- early departures (excused or unexcused), taken together with absences and latenesses, that total over of over 40 hours within a 12 month period, or
- two or more unexcused early departures within a 12 month period.

D. Discipline for Absenteeism, Lateness, and Early Departure

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.

i. Unexcused Absences

The following shows the minimum discipline which will be administered for an unexcused absence, as defined above:

- 1st unexcused absence will result in at least a written warning;
- 2nd unexcused absence within 12 months of 1st unexcused absence will result in at least a 3-day suspension ;
- 3rd unexcused absence within 12 months of 2nd unexcused absence will result in at least a 5-day suspension; and
- 4th unexcused absence within 12 months of 3rd 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 an absence if:

- The absence is unexcused;
- The employee's absences are excessive (as defined above);
- The employee is absent from work for 24 consecutively-scheduled hours;
- The employee is absent from work for three consecutively-

scheduled work days; or

- the employee's absence occurs after four unforeseeable and undocumented absences within a three-month period.

In addition, if an employee is absent for 24 consecutively-scheduled hours, 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.

If an employee is absent for the greater of 24 consecutively-scheduled hours, the College may require the employee to provide a fitness for duty certification or to be examined by a physician retained by the College to ensure that the employee is physically fit to return to his or her job.

In no event will the College require an employee to directly or indirectly disclose the nature of his or her illness.

ii. **Excessive Absenteeism**

If an employee is excessively absent, 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:

- that the employee was seen on the day of the absence;
- that the employee was unable to work on the day of the absence;
- he reason for the absence;
- and 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 may also have an adverse effect on any consideration for promotion.

Excessive absenteeism may be subject to the following minimum discipline:

- 1st absence that results in placement on poor attendance list - verbal warning
- next absence subsequent to placement on poor attendance list (if, within the twelve months immediately prior to this absence, employee's absences, latenesses and early departures totaled 40 hours or more) - written warning

- next absence subsequent to written warning (if, within the twelve months immediately prior to this absence, employee's absences, latenesses and early departures totaled 40 hours or more) - 3-day suspension
- next absence subsequent to 3-day suspension (if, within the twelve months immediately prior to this absence, employee's absences, latenesses and early departures totaled 40 hours or more) - 5-day suspension
- next absence subsequent to 5-day suspension (if, within the twelve months immediately prior to this absence, employee's absences, latenesses and early departures totaled 40 hours or more) - discharge.

iii. Unexcused Lateness or Early Departure

Unexcused lateness or early departure 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 unexcused lateness/early departure:

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

iv. Excessive Lateness or Early Departure

Excessive lateness or early departure may be subject to the following minimum discipline:

- 1st incidence of excessive lateness or early departure - verbal warning

- 2nd incidence of lateness or early departure (if, within the twelve months immediately prior to this 2nd incidence of lateness or early departure, employee's absences, latenesses and early departures totaled 40 hours or more) - written warning
- 3rd incidence of lateness or early departure (if, within the twelve months immediately prior to this 3rd incidence of lateness or early departure, employee's absences, latenesses and early departures totaled 40 hours or more) - 3-day suspension
- 4th incidence of lateness or early departure (if, within the twelve months immediately prior to this 4th incidence of lateness or early departure, employee's absences, latenesses and early departures totaled 40 hours or more) - 5-day suspension
- 5th incidence of lateness or early departure (if, within the twelve months immediately prior to this 5th incidence of lateness or early departure, employee's absences, latenesses and early departures totaled 40 hours or more) - 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. The accident form must be submitted, by the manager, to Human Resources X2231 or via fax 781-283-3663. 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. Failure to use provided equipment will be considered non-performance and may be cause for corrective action.

6. Personal Time Off

The College-Union agreement provides for paid sick leave, Article 11, 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 32, 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.

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.

For example: leaving your work area prior to the end of your shift without supervisory approval.

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. The break shall be at a time and place approved by the supervisor in advance.

9. Computers

Employees 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. The use of personal cell phones/smart phones, unless work related, is prohibited. Cell phones/smart 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**, is not allowed during working hours due to safety considerations.

13. Smoking

Smoking is not permitted in any College building, college vehicle 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 are 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 (ie: equipment or supplies) or the removal or consumption of food and/or beverages from a dining hall or servery without prior permission of a manager is against College policy and will result in immediate termination.

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 8, section 8.1(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 with advanced notification and approval of the manager.

20. Parking

Employee parking areas are determined by Campus Police. All employee parking rules and regulation must be adhered to or the employee is subject to corrective action by management, ticketing 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.

An employee should be in uniform during their entire scheduled shift. 3. This uniform policy applies to all time worked; anyone working an overtime day is expected to report for work in a clean 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 accurately. If an employee's time is not filled out and/or signed at the end of the week, the time may not accurately reflect time worked.
3. Only overtime which is reported by the manager will be included on the weekly payroll. All overtime must be authorized by a manager prior to working the time.
4. As stated in the College-Union agreement, Article 8, section 8.3, "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. Time logs are legal documents and should be completed accurately. No employee is to log another employee's time. Falsification of a time log may result in termination.

23. Sexual Harassment and other Unlawful Discrimination, Harassment and Retaliation

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 and other unlawful discrimination, harassment and retaliation. The unabridged policy is available on the College website www.wellesley.edu 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. www.wellesley.edu

The unabridged policy is available on the College Website www.wellesley.edu 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.