

TIME REPORTING FOR STAFF AND ADMINISTRATIVE EMPLOYEES

POLICY STATEMENT

This policy is intended to communicate information regarding attendance, hours of work, break and meal periods, and time recording for staff and administrators.

REASON FOR THE POLICY

This policy describes the University's expectations regarding attendance for all staff and administrators, clarifies when meal and break periods are required for staff employees, and under what circumstances they must be included as paid time. It is the responsibility of every staff and administrative employee to keep accurate attendance and payroll records.

POLICY

Regular attendance and punctuality are expected of all staff and administrative employees.

Tardiness

Employees are expected to commence and end their work on schedule. Accordingly, arriving late or leaving early in connection with scheduled work hours, meal or break periods, is impermissible.

Repeated incidents of tardiness or leaving work early may result in disciplinary action, including possible discharge (see Separation policy).

Absenteeism

On occasion, employees may have a reason to be away from work. On these occasions, employees must contact their department or unit as early as possible on the first day, and each day absent thereafter, unless a formal leave of absence is granted by the department or unit head.

Employees must indicate the reason for their absence and the probable duration of the absence.

Excessive absenteeism may result in disciplinary action, including possible discharge (see Separation policy).

Excessive instances of tardiness or absenteeism occur when such events occur to a degree too great to be acceptable or reasonable with the work unit. Absences or tardiness are excessive, for example, when they result in additional workload for others, or work falls behind to an unacceptable degree.

The definition of "excessive" rests with individual chairs, unit or department managers, directors and supervisors.

When the University grants time off for an approved leave of absence, there is never a guarantee that the employee's position will be held open until such time as the employee returns to work,

unless specified otherwise by law.

Any employee who is absent for five or more days due to illness or injury will be placed on a medical leave of absence (see policy on Leaves of Absence for Staff and Administrators).

An employee who is absent for three or more consecutive days without contacting his/her department in the correct manner will be considered to have voluntarily abandoned his/her employment at Chapman University unless a reasonable excuse is documented and offered to and accepted by the University.

Attendance Records

All Staff employees must complete an electronic timesheet on a daily basis, noting actual time in and out for both work and meal periods. Holidays, vacation, sick time, personal days and other compensable time not worked shall be noted as such on the timesheet.

For Staff employees, hours reported on timesheets must reflect actual hours worked. They shall not be "adjusted" to accommodate early or late arrival or departure from work or manipulated to accommodate compensatory time off ("comp-time"). Accurate recordation of time worked and compensable time not worked is an essential job requirement for all Staff employees.

In addition, all Staff employees are required to report any use of sick, vacation, bereavement, jury duty, and other time not worked on the timesheet.

Administrators are required to complete time records to indicate their use of vacation, sick time, bereavement, jury duty and other compensable time not worked.

Staff employees working nights are advised that the workday begins at 12:01 a.m. and ends the following midnight. Those employees reporting to work for a midnight shift must sign in and out on the day the shift ends. For example, if an employee reports to work at 11:59 p.m., Friday night, and works until 8:30 a.m., Saturday morning, the employee must sign in and out for hours worked as the first shift of Saturday, not the last shift of Friday.

Break Periods for Staff Employees

Employees working a shift of less than three and one-half hours are not entitled to paid breaks. Other employees are entitled to take one paid break of fifteen minutes for each four-hour time period in which they work more than half that time.

3.5 through 6 hours worked	1 fifteen-minute break
7 through 11 hours worked	2 fifteen-minute breaks
12 through 16 hours worked	3 fifteen-minute breaks

Employees are expected to utilize their break period at approximately half-way through each four-hour shift.

Break periods may not be combined with, or be used in lieu of, unpaid meal periods.

Break periods may not be used to offset an employee's late arrival to, or early departure from,

work.

Employees do not receive additional compensation for missed breaks. Employees should be discouraged from missing their break periods.

Meal Periods for Staff Employees

Meal periods are required for all employees working five or more hours per day, except that employees scheduled work six hours or less per day may waive the meal period by mutual consent of the employee and the University.

Meal periods are generally of a one hour duration, and are never less than thirty minutes duration.

Employees who normally work in excess of six hours per day must take a meal period before they have worked more than five hours into their regular shift.

Employees must be entirely relieved from all duty while on their meal breaks. Any portion of a meal period in which the employee is working is paid as time worked. If the employee has less than thirty minutes of uninterrupted time for a meal, then the entire meal period is paid as time worked.

Employees may not "skip" a meal in order to arrive late or leave the workplace early without lost wages. No employee may be scheduled to work more than six hours without a regular meal period. Meal periods may not be combined with break periods.

Employees are discouraged from taking meal breaks at their work area, unless no alternative area is available.

Time allotted for meal periods is generally not paid as time worked, except as noted above.

Meal periods must be noted on Staff employees time sheets.

OFFICE RESPONSIBLE FOR POLICY

Human Resources

Contact information for questions about this policy:
Abbie Kane, akane@chapman.edu, (714) 516-5436

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/time-reporting-policy.pdf

APPROVAL AND PUBLICATION DATES

Effective: (Date of publication)

This policy was published in June 1998 as part of the Staff and Administrative Handbook, sections of which were amended in March 2017. In March 2021 the sections of the handbook were separated into policies, with no substantive change in content.

RELATED MATERIALS

N/A