



JHU SCHOOL OF MEDICINE
WORK RULE - CLINICAL OPERATIONS

Effective Date 1/01/16

Subject: Time and Attendance Occurrence Tool -
Work Rule

Page 1 of 5

Supersedes 12/01/11

Work Rule: If a supervisor wants to manage time and attendance only use this work rule that includes the occurrence model. Use the JHU disciplinary process when time and attendance issues impact the standards of conduct and performance.

A staff member is responsible for keeping his/her supervisor informed of all absences. Notice should be provided in accordance with departmental procedures and as far in advance as possible. JHU provides sick time and vacation for employees to use. This time off should be scheduled in advance and/or with as much notice as practical for approval by the supervisor.

This work rule is a tool which can be used in managing attendance of SoM Clinical Operations (CO) employees. Standardization and consistency are necessary, but good judgment and discretion are also vital to the success of the program. While the techniques and tools should be consistent, the treatment of people must continue on an individual basis.

Definitions:


Absence means not present for a scheduled shift and/or missing 50% or more of a scheduled shift. Any absence may be chargeable under this policy for disciplinary action purposes.

Occurrence means an absence (as defined as above) for "a scheduled shift" whatever the reason, including a medically verified illness, subject to the exceptions below. Absence for multiple consecutive shifts, for the same event may be regarded as a single occurrence.

Double Occurrence means the absence for "a scheduled shift" or "multiple consecutive shifts" adjacent to a holiday or scheduled vacation day. A Double Occurrence may be reduced to a regular occurrence if medical documentation is provided to substantiate the need for the absence adjacent to the holiday or scheduled vacation day.

Events that are not considered an occurrence under this work rule are:

1. Leaves of Absence covered by Family and Medical Leave Act (FMLA). (See FML Policy). Medical certification must be provided "in a timely manner" which is normally within fifteen (15) calendar days of the first date of absence or an FML leave may be denied and considered "chargeable" as an incident of absence for disciplinary action.
2. Maryland Flexible Leave Act (MFLA). An employee can use earned leave with pay for the illness of the employee's immediate family (child, spouse, parent or same sex domestic partner). (See MFLA procedures).
3. Authorized bereavement leaves.
4. Other leaves of absence or time off approved by the clinic manager or administrator such as attendance at seminars, workshops, and early release *from* a work schedule, etc. Time off covered by Worker's Compensation Policy is not chargeable under this policy for disciplinary action purposes.

	JHU SCHOOL OF MEDICINE WORK RULE - CLINICAL OPERATIONS		Effective Date	01/01/16
	Subject: Time and Attendance Occurrence Tool - Work Rule		Page	2 of 5
			Supersedes	12/01/11

5. Scheduled approved sick, vacation, leave of absence, jury duty and military leave.
6. If an employee comes to work and is sent home by their supervisor for disciplinary reasons, that absence will not count as an occurrence.
7. If the leave is approved by Occupational Health based on their evaluation and / or assessment.

Expectations (same as those found in the Standards of Conduct & Performance work rule):

- A. Expectations of Employees: If the following work rules are not adhered to, then you may be subjected to disciplinary action.
 1. Employees are expected to be on the job, on time, dressed appropriately and ready for work at their work location, according to the clinic schedules and / or designated areas.
 2. Employees are expected to notify the appropriate supervisor according to the clinic or designated areas by following procedures when absent due to illness or other unexpected reasons to include FML & MFL. The notification can be no later than (1) hour before the start of the shift, unless a proper excuse is presented for his or her inability to call. Failure to comply with the procedure may be a cause for denial of sick and vacation pay as well as additional disciplinary actions.

Note: Employees on intermittent FML must comply with departmental notification procedures.

3. Employees are expected to comply with health and safety rules established for the protection of themselves, patients, fellow employees, and the public.
4. An employee who has not worked because of personal illness/injury for more than three (3) days may be required to provide the supervisor with a medical certificate. An employee who has not worked for five (5) consecutive scheduled shifts or one calendar week, whichever is less, should report to Occupational Health Service (OHS) before returning to duty, including employees on FML. OHS has the responsibility to evaluate the medical ability of the employee to return to work and issue a "Return to Work Slip" to the employee for the supervisor.
5. Non-exempt employees are to maintain their E210 by submitting all of their scheduled work hours, vacation, sick time, etc. by the end of each week. All overtime hours worked must be approved in advance by the supervisor and recorded weekly in their E210. Employees are expected to follow FSLA and departmental guidelines regarding overtime.
6. Exempt employees must maintain their E210 by submitting all of their work hours, vacation, sick time, etc. by the end of the month.



JHU SCHOOL OF MEDICINE
WORK RULE - CLINICAL OPERATIONS

Subject: Time and Attendance Occurrence Tool -
Work Rule

Effective Date	01/01/16
Page	3 of 5
Supersedes	12/01/11

B. Expectations of Manager:

Managers are responsible for maintaining optimal attendance and the resolution of absenteeism. If the following work rules are not adhered to by employees, then the supervisor may consider disciplinary action. Employees who do not adhere to the expectations below, the employee may be subjected to disciplinary action. To reduce occurrences of absences and maintain good attendance in the clinic and / or the designated area, the manager is responsible for:

1. Notifying the employee of the JHU Policies & Procedures and the departmental work rules for attendance and keeping accurate records of all time off.
2. Maintaining the Calendar of Time Off for all employees in the clinic and designated areas, establishing such controls as deemed necessary to carry out this policy, monitor expectations as outlined above, and assure adequate employee counseling and/or discipline when warranted.
3. Approving all E210 records for assigned employees within 10 days following the end of the month.
4. Developing and maintaining work schedules to meet the needs of the clinic and designated areas while ensuring that the needs of the clinic staff and work duties are balanced.
5. Approving, submitting and ensuring tracking of overtime for non-exempt employees by follow FSLA and departmental guidelines for overtime submission.

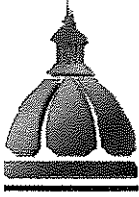
GENERAL GUIDELINES:

"No Call/No Show" - Three (3) consecutive shifts of "no call/no show" will result in the employee being deemed to have resigned without notice. (Contact JHU SoM central human resources office or the JHU SoM departmental human resources manager for approval)

Late means missing less than 50% of a shift from the beginning of the start time. There is no grace period recognized by JHU for lateness. For the purposes of this work rules, two (2) incidents of lateness = 1 occurrence.

Early departure means missing less than 50% of a shift prior to the end of the shift. For the purposes of this work rule, two (2) incidents of early departure = 1 occurrence.

Rolling Twelve (12) Month Period will be considered by beginning with the most recent occurrence and counting twelve (12) consecutive months backwards.



JHU SCHOOL OF MEDICINE
WORK RULE - CLINICAL OPERATIONS

Subject: Time and Attendance Occurrence Tool -
Work Rule

Effective Date	01/01/16
Page	4 of 5
Supersedes	12/01/11

The following actions will be taken depending on the number of occurrences an employee accumulates in a rolling 12-month period:

- 3 occurrences in 12 months: verbal counseling in writing
- 5 occurrences in 12 months: written warning
- 7 occurrences in 12 months: final written warning in lieu of suspension
(Contact JHU SoM central human resources office or the JHU SoM departmental human resources manager for approval)
- 8 occurrences in 12 months: termination from the position (Contact JHU SoM central human resources office or the JHU SoM departmental human resources manager for approval)

FOR NON BARGAINING UNIT ONLY: Discipline resulting from attendance cannot be appealed at the documented verbal counseling level

Notice

Notwithstanding the above occurrence schedule, note that the University reserves the right to change this work rule at any time and/or to impose any disciplinary action up to and including termination as is deemed appropriate under the circumstances.

DOCUMENTATION

Attendance documentation is the responsibility of the supervisor and is vital to attendance management. An employee's record should contain details of any disciplinary discussion with the employee about attendance, copies of all disciplinary action taken, and any other facts that may have a bearing on the employee's unsatisfactory attendance.

All disciplinary actions, counseling discussions and related facts are to be documented and forwarded to the JHU SoM central human resources office and / or the JHU SoM departmental human resources manager.

APPROVAL:

Cherita Hobbs, Sr. Human Resources Director, Health Sciences

Date

Heidi Conway, VP Human Resources, JHU

Date

ACKNOWLEDGMENT:

Employee Signature

Date



JHU SCHOOL OF MEDICINE
WORK RULE - CLINICAL OPERATIONS

Subject: Time and Attendance Occurrence Tool -
Work Rule

Effective Date	12/01/11
Page	5 of 5
Supersedes	

REFERENCES

JHU Personnel Policy Manual (Section(s) 7,9,11,12,13,14,16,17,18), Family & Medical Leave Policy (FML) (Section 15), Time and Absence Management, Maryland Flexible Leave Act (MFLA), Occupational Health Policy, E210, Fair Labor Standards Act

JHU Personnel Policy Manual - <http://hrnt.jhu.edu/pol-man/index.cfm>

JHM Health, Safety & Environment - http://www.hopkinsmedicine.org/hse/occupational_health/

JHED Login - E210 access - <https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP>

Time & Attendance Tracking Form