

## **STUDENT WORK SCHEDULE, TIME KEEPING AND PUNCTUALITY**

In order to ensure that students have every opportunity to be successful in their educational goals, students who are U.S. Citizens may work no more than a maximum of 29 hours per week while classes are in session and up to 40 hours a week during vacation periods.

International students may work up to 20 hours per week during school session and up to 40 hours a week during vacation periods.

On-line timekeeping is provided for recording work time by employees who are not specifically exempt from doing so. Student employees should not report to work or record their time more than seven minutes before the beginning of their shift. In addition, employees should not work or record their out time more than seven minutes after the end of their shift unless authorization to work overtime has been given by their supervisor. Student employees must also clock/record out when they start their meal period and clock/record in when they return to work.

A grace period is provided during which an employee can report to work late up to seven minutes without being “docked” and still receive a full shift’s pay. Despite this grace period, regular punctuality is expected of all student employees. Even though student employees will receive a full shift’s pay for being no more than seven minutes late, they will be considered tardy by their supervisor. Persistent tardiness may result in termination of employment.

Nonexempt hourly employees are paid on the basis of information contained on their electronic online recording. The hours worked should be indicated precisely, including the time taken for lunch. Falsification or omission of time records may result in termination of employment. It is expected that the assigned working hours are used to perform productively for the benefit of the university.

It is important that the time record not be falsified. If there is a mistake on a electronic record, an employee should inform the supervisor and then make the necessary corrections. The supervisor should also approve any corrections. Falsification, continued failure to properly record electronic reporting of time or requesting another person to fill out the report electronically may result in termination of employment.

## **ATTENDANCE**

Each employee’s performance is important to the overall success of Azusa Pacific University. For this reason, regular attendance and punctuality are essential to the efficient operation of the university and are vital components of solid employee performance.

All absences should be preapproved and requested online using Kronos for other than serious illness of an employee. Employees who show a pattern of frequent or long absences that are not preapproved will be subject to disciplinary action and termination of employment.

## REPORTING ABSENCES

All time off for other than emergencies must be preapproved by the supervisor. When an employee desires to be absent from work, s/he should request approval from the supervisor in advance. The supervisor will approve or not approve the request, based on the needs of the department.

If an employee finds that s/he must be absent from work and is not able to make plans in advance (such as for emergency illness or injury), then s/he is required to phone the immediate supervisor as soon as possible but at least within the first thirty minutes of the regular work shift. Voice mail, e-mail or other recorded or indirect messages should be followed by personal contact.

If the employee plans to return to work on a definite date but is unable to do so, it is his or her responsibility to notify the supervisor, giving as much advance notice as possible. If the return date is unknown, a call will be required each day.

All absences must be for good and sufficient reason as approved by the supervisor. Excessive unapproved absences may result in disciplinary action, up to and including termination.

Absences due to injury or illness exceeding two days may require a doctor's certificate in order to be approved. The certificate should be given to the supervisor and copied to the Office of Student Employment.

If the employee is absent from work for three consecutive workdays without notification and approval, it will be assumed that the employee has voluntarily terminated employment.

## REST AND MEAL PERIODS

California state law requires that rest and meal periods be provided for nonexempt employees.

**Rest Periods.** The university authorizes and permits each nonexempt employee to take a fifteen minute rest period for each four hours or major fraction thereof worked. A rest period is not required for employees whose total daily work time is no more than three and one-half hours. Rest periods should be taken at mutually convenient times as worked out with the immediate supervisor and co-workers and should be approximately midway through each four-hour work period. The rest period should be taken away from the employee's assigned work station. However, since rest periods are paid time, and because they are of such short duration, employees are generally expected to remain on the premises, and may be required to do so by their supervisors. Time taken in excess of 15 minutes should be made up. Chapel attendance is not considered a rest period (see Chapel Attendance policy, section 10.2). Rest periods missed at the employee's discretion will not entitle the employee to additional time during the same workday or during a future workday. Nor will a rest period missed by the employee's choice entitle the employee to a rest period penalty.

Rest periods are not cumulative and may not be used to shorten workdays. An employee may not miss a rest period and leave work early that day, counting the time worked during the normal rest period, nor may the rest period be added to a meal period to extend it.

**Meal Periods. The first meal period of the work shift must be commenced before the end of the 5<sup>th</sup> hour after the commencement of the work shift. If the employee works more than ten (10) hours in a shift, the employee is entitled to a second meal period. If the employee has taken his/her first meal period, the employee who works more than ten (10) hours in a shift may elect to waive the second meal period, in writing, subject to the approval of his/her supervisor. Both the employee and the supervisor must sign and date the written waiver. Waivers should be completed and approved prior to the time in which the second meal period would otherwise take place.**

For non-exempt employees who work a minimum of six hours per day, a meal period is mandatory for at least a thirty minute, duty-free period. Meal periods may be between thirty and sixty minutes at the discretion of the supervisor and will be time "off the clock." If the employee, at his/her discretion, elects not to take the meal period, and continues working through the meal break, the employee will be entitled to pay for time worked, but will not be entitled to a meal period penalty. Supervisors and managers are discouraged from requiring or causing the non-exempt employee to work through his/her meal period, or to start his/her meal period late (i.e., later than the end of the 5<sup>th</sup> hour for the first meal period, and later than the end of the 10<sup>th</sup> hour, if the employee will work more than 10 hours in a shift) except under special or emergency circumstances. If the supervisor does require or cause the employee to miss his/her meal period, or to start his/her meal period late, then the employee will be entitled to a meal period penalty for the missed or late meal period. When recording his/her time, the employee must indicate why a meal was missed or started late so that Payroll may determine whether a meal period penalty is warranted.

Employees must punch in and out in Kronos indicating the time out for the meal break and the in/return time at the end of the meal period. Automatic deductions are not acceptable. Actual in/out times must be recorded rather than just indicating a recurring time period (Kronos timeclock should not reflect the same time in/out for the meal period unless the employee actually does take the meal period at exactly the same time each day).

Rounding (sometimes referred to as a "grace period") does not apply to meal periods. Employees should not return from their meal periods sooner than 30 minutes after the meal period was commenced. Employees who take more than 30 minutes, if on a 30 minute meal period schedule, or more than 60 minutes if on a 60 minute meal period schedule, will either be docked for the additional time taken, or must make up the extra time taken on the same workday.

The meal period schedule should be approved by the department head and arranged with others in the department so that adequate staff will be present to provide the required services of the department. Rest and meal periods must include freedom from all work duties and should be taken away from the assigned work station or area. Employees must be free to leave the premises for meal periods, which

are unpaid time, though they may be required to remain on the premises for rest periods, which are paid time.

***Where a department has specific needs that are impacted by the requirement, no alteration may be made but rather contact should be made with the Director of Employee Relations or the Executive Director of Human Resources, to ensure that any proposed changes are in compliance with applicable laws.***