All Student Employee Attendance and Punctuality Policy

Policy: ISU Dining’s policy is to establish reasonable and necessary controls to ensure adequate attendance and to meet business and production needs.

Work Schedules
1. Work schedules and start times are established by the managers of the facilities and are based on business and production needs. The Dining Student Staffing Office or a member of the dining facilities’ management team is responsible for communicating work schedules to student employees.
2. Employees are expected to be at their work station and ready to work at the designated starting time on their work schedule and continue working until the normal designated stopping time for their work shift, unless they are eligible for a break period.

Illness
1. In the event of an illness from an assigned work shift, the employee is required to report the absence to a member of the management team at the facility he or she is working in (see phone list provided in the Student Employee Handbook), a minimum of one hour prior to the start of his or her work shift. Notification of an illness should occur with a phone call and should not be communicated via email or a text message. If email or text is used, it may result in a pink slip. In the event the employee cannot reach a Supervisor or Manager, the employee should leave a phone message then follow it up with a personal call before his or her shift is scheduled to begin. If you become ill during work shift and need to go home, you must notify the manager on duty before leaving.
   - Catering – a minimum of three (3) hour notice prior to the start of the work shift applies.
2. Excessive illness is a hardship on our business and can make it difficult to best serve our customer. Managers of each facility will handle excessive absenteeism on a case by case basis and will lead to termination. For your own personal safety and the safety of our customers, please stay in communication with your managers about any long term health issue you may develop that may affect work.
3. Employee Reporting Agreement - In accordance with Iowa Health Code, any employee (or family member) who becomes ill due to Norovirus, Salmonella Typhi, Shigella ssp., Enterohemorrhagic (EHEC) or Shigella toxin-producing Escherichia coli (STEC), or Hepatitis A Virus, must immediately notify the person in charge, so the appropriate steps may be taken to safeguard our customers and workers. Any onset symptom, while at work or outside of work, including the date of onset must also be reported. Symptoms include diarrhea, vomiting, jaundice, sore throat with fever or infected cuts or wounds. For more information, please refer to the 1-B form, the job application or the person in charge.

Absences and Tardiness
1. Should an employee know that he or she will be reporting to work late as defined by the policy (more than 5 minutes and less than 30 minutes), he or she should call in advance to receive authorization or

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be excused (see green slip section). An employee’s absence will be considered excused if the employee provides proper and timely notification deemed satisfactory to the Supervisor or Manager and in cases of extreme emergency (ex: funerals, test, car accidents/immediate medical attention, etc.). Extenuating circumstances will be taken into consideration by the Manager if these timelines cannot be met.

2. An employee’s absence will be deemed unexcused when an employee fails to call in, gives a late notice, or fails to give advance notice for an absence which could be anticipated. Unexcused absentees are subject to corrective discipline or termination as defined in the policies on discipline and termination of employment (See pink slip section).

3. In the event an employee is absent for three work shifts or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary termination. For each unexcused absence the student employee will receive a pink slip documenting the unexcused absence. A total of three (3) unexcused absences per calendar year will result in termination.

4. Excessive tardiness shall be subjected to corrective discipline or termination. If an employee is unexcused and late, as defined by the policy – reporting to work late more than 5 minutes and less than 30 minutes – then he or she will be issued a green slip documenting the lateness (see green slip section). If more than 30 minutes late, the employee is considered absent and will be issued a pink slip (see pink slip section). A total of three (3) unexcused late arrivals will count as an absence and will be applied to the pink slip policy and may be subject to termination with Manager’s final approval.

5. An employee’s request to leave work early may be considered by the Supervisor or Manager. Approval of such absences should be based upon the urgency of the reason for absence and department staffing needs. Failure to gain management approval will result in a green or pink slip following the policy stated above.

6. The Dining Student Staffing Office or a designated person in the facility is responsible for maintaining attendance records and for advising an employee if their absence or lateness exceeds the guidelines of this policy.

Green Slips – Late to Work
A green slip documents a late arrival or early departure from your work shift. These notices are issued when:

- Clocking in 5 to 30 minutes late
- Clocking in early or out early without manager’s permission
- Accumulation of 3 green slips = 1 pink slip (see pink slip below)
- May be issued by Manager for other reasons

Pink Slips – Attendance or Performance Issues
A pink slip is given to document an incident which may include but are not limited to: unexcused absences, excessive late arrival or early departure from your job, or failure to complete your work in a satisfactory manner. Pink slips are logged for future reference. It is best to remain in constant communication with your facility Managers to avoid a pink slip.

- Pink slips accumulate through Fall, Spring and Summer semesters.
- Accumulation of 3 pink slips will lead to termination.
- For example 1 in Fall + 1 in Spring + 1 in Summer would equal 3 pink slips/termination.

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