

UTMB HealthCare Systems	Policy #: CSS-001
Clinical Staffing Solutions	Date Issued: 6/8/04
Time and Attendance	Date Revised: 6/27/05; 6/27/06
	Date Reviewed: 6/27/05; 6/27/06; 07/17/07

PURPOSE

To provide consistent and formalized documentation of time and attendance guidelines which are specific to Clinical Staffing Solutions (CSS) per diem employees. Regular full time and part time CSS employees should refer to UTMB HealthCare Systems Human Resource Policies # HR-040 and HR-054.

POLICY

All employees are expected to report to work, on time, as scheduled. Employees are required to maintain a level of attendance that allows UTMB HealthCare Systems to provide reliable staffing services for its client, UTMB Hospitals and Clinics. The Clinical Staffing Solutions Manager is responsible for maintaining attendance records for the Agency and applying these standards to promote fair employment practices. Absences qualifying under the Family and Medical Leave Act are excluded from this policy.

RESPONSIBLE DEPARTMENT

UTMB Healthcare Systems Clinical Staffing Solutions

DISTRIBUTION

All per diem employees of Clinical Staffing Solutions

ASSOCIATED FORM (S)

Time Sheet

Time Adjustment Approval Request Form

Employee Counseling Report

Written Warning Letter

Clinical Staffing Solutions Policy #CSS-002

UTMB Healthcare Systems HR Policy #HR-009 (Corrective Disciplinary Action)

UTMB Healthcare Systems HR Policy #HR-040 (Overtime)

UTMB Healthcare Systems HR Policy #HR-054 (Tardiness and Attendance)

DEFINITIONS

Absence/Cancellation - Inability to work a scheduled shift. May be recorded as scheduled or unscheduled.

- **Scheduled** – Manager or designee is notified of absence/cancellation 48 hours prior to time off from scheduled shift.
- **Unscheduled** – Notification of absence anytime that is less than 48 hours of scheduled shift.
- **Unscheduled Sick Time** – A minimum of 3-hour notification of illness that results in an inability to work the scheduled shift. Occurrences on consecutive workdays for

the same reason are recorded as one occurrence with prior notification to the Manager or designee.

Tardy – An employee reports to work after the scheduled start time.

Job Abandonment – An employee does not report to work or leaves the work area without notice or approval of the Nurse Manager or their designee.

Refusal of Shift Assignment – An employee is given a unit assignment and refuses that assignment without reasonable justification and approval from the Clinical Staffing Manager. Failure to report to the assigned area may result in disciplinary action.

Unscheduled Absences/Cancellation Rate – The rate is calculated by dividing “Unscheduled Occurrences” by the “Number of Work Shifts Scheduled.” Unscheduled absences/cancellations are excessive when the unscheduled absence/cancellation rate is greater than 5% of scheduled work shifts in a rolling calendar period.

PROCEDURE

Attendance - Per diem staff will be required to work one weekend shift per month. The weekend period begins on Friday night at 7:00pm and concludes on Monday morning at 7:00am. Any 12-hour shift during the weekend period meets the requirement for attendance. The weekend shift is scheduled at the preference of the employee and contingent upon needs identified by the Clinical Staffing Manager or designee. Request for time off from a scheduled weekend shift will be approved at the discretion of the Clinical Staffing Solutions Manager in lieu of a Holiday scheduled work shift.

Tardiness - Advance notice of anticipated tardiness is expected. Employees arriving after the designated scheduled work time on the unit are considered tardy. Excessive tardies are subject to disciplinary action.

Clocking In and Out - All staff will use the automated time system (Automatic Data Processing - ADP) to clock in and out each day as scheduled by the CSS Manager or designee. The time clocks are located in specific designated areas at UTMB. Prior to the scheduled work time, employees shall contact Clinical Staffing to verify their assignment and enter the unit account number where they are scheduled to work that shift.

Missed Clock Ins – Missed clock ins must be recorded on the Time Adjustment Approval Request Form. Time not documented on the automated timekeeping system will not be paid without appropriate signed documentation and verification of the time worked provided by the employee and the unit Manager or Designee. If the employee fails to submit the appropriate signed documentation by the end of the payroll period, missed pay may not be paid until the following payday. Time that is recorded on the ADP system that is changed by the manager must have a Time Adjustment Approval Request Form submitted and signed by the employee.

Floating - Employees working on more than one unit during their assigned shift must clock in and out according to the procedures noted above. Employees, who are floated, should clock out from the original unit’s account number and clock in again under the new unit’s account number.

Time Changes – The CSS Manager must approve prior to the actual time change on the Time Adjustment Approval Request Form.

Maximum Time Worked – To ensure the safety of patients and staff, no employee may work more than 16 hours in a 24 hours period. Employees may not work more than 7-12 hour shifts in a row.

Overtime – All overtime (including staying over to complete charting and missed lunch), must be authorized in advance by the unit Nurse Manager or designee, and must be documented on the staffing sheet.

Meal Breaks - The automated timekeeping system automatically deducts 30 minutes for any shift worked longer than 6 hours. Employees are expected to take their meal breaks. Skipping meal breaks should only occur under emergency situations, and not as a routine occurrence. Employees who work through meal breaks must have prior approval from the Nurse Manager or designee and must complete a Time Adjustment Approval Request Form.

Falsifying Time – Any employee falsely reporting his or her own time, or knowingly clocking in or out for another person will be terminated. Any other involved employee will also be terminated.

Orientation - Employees in orientation will fill out a Time Adjustment Approval Request Form signed by the Educational Resource Center (ERC) designee or the CSS Assistant Nurse Manager or Designee. The forms will be submitted to Clinical Staffing Office at 8.206 John Sealy Annex

Non-Compliance – Employees not achieving UTMB HealthCare System attendance standards and failing to follow the established departmental policies and procedures are subject to disciplinary action up to and including termination.

Disciplinary Action for Tardiness - Employees are expected to be ready to start work at the scheduled start of their assigned shift. To allow for possible uncontrollable circumstances, the following is the recommended course of action in dealing with employee tardiness:

<u>Number of Occurrences:</u>	<u>Action</u>
2	Verbal Counseling
5	Written Warning
9	Termination

The UTMB HealthCare Systems Employee Counseling Report is utilized in documenting the type of disciplinary action taken.

APPROVED BY:

Chief Executive Assistant

Date