


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Personnel	Procedure Number:	PE-09
Subject:	Attendance Monitoring	Effective Date:	December 1992
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Specific procedures will be followed when monitoring attendance of Facilities Maintenance employees.

Purpose

To ensure that adequate records are kept regarding absenteeism, tardiness, vacation, and time away from campus, such as seminars, conferences, etc.

Procedure

1. All Managers will keep a yearly calendar of attendance for each employee who reports directly to them.
2. This yearly attendance calendar will be updated on a bi-weekly basis in conjunction with the completion of time cards on a pay period basis.
3. Any patterns of excessive absenteeism or tardiness will be discussed openly with the employee in question. If this tardiness or absenteeism continues to persist, which has a direct impact on the operation of the respective Manager's division, then such tardiness or absenteeism will be handled in accordance with disciplinary procedures outlined in the Labor-Management Agreement.
4. In the event there is a discrepancy between the Manager's record of attendance and the employee's review, an appointment will be made with the Human Resources Department to review such documents with the Payroll Department, if needed.