Title: Time and Attendance
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Cancellation: LTC HR1930.542
Office: Human Resources (HR)

**Time and Attendance**

**SCOPE AND APPLICABILITY**

This policy contains minimum criteria and applies to all NTC employees (classified and unclassified) at all campus locations.

**PURPOSE**

Actual time worked must be properly tracked using the standard timesheet form provided by Payroll. Employees are to enter daily arrival and departure times in appropriate spaces as indicated on the time sheet. At the end of each payroll period, timesheets are to be signed by both the employee and the supervisor. Absences are to be properly documented on Application for Leave Forms, which should be signed and dated by both the employee and supervisor and attached to the timesheet form for the period in which the absences occurred.

It is the responsibility of each campus timekeeper to submit time and attendance completely, timely, and accurately in accordance with all NTC/LCTCS policies to the Northshore Technical College (NTC) human resources department at the end of each pay period to be entered into the official NTC payroll system. Northshore Technical College can only operate at optimum efficiency when every employee understands the value of his/her position and accepts this responsibility.

**ATTENDANCE**

Each employee must be present, at his/her workstation, for every scheduled workday. Unclassified employee attendance records shall be kept in accordance with LCTCS policy #6.003. Classified employees are covered by Civil Service rules and regulations for the state of Louisiana.

**Classified and Unclassified Staff Members**

Full-time classified and unclassified staff salaries are based on a 40-hour work week and such employees are expected to be productive on College business during this period. For all hours not accounted for as an
established holiday or actually worked, the employee must provide a leave slip for approved leave.

**Teaching Faculty Members**

Faculty members are to be accountable for a 40-hour work week. It is understood that some faculty work is done outside the office such as the library and laboratories as well as off-campus sites. For all hours not accounted for as an established holiday or actually worked, the employee must provide a leave slip for approved leave.

**Flexible Time**

From time to time it may be in the best interest of the Northshore Technical College campuses for an employee to work hours that are different from the established work week. In these instances, flexible time arrangements may be set between the supervisor and the employee **within the pay period**. All such arrangements must be approved by the supervisor in advance. Exception: When an employee works overtime on the last business day of the pay period, he/she flexible time arrangement may be set during the next pay period.

**Absence**

There are three categories of absence: planned, unplanned, and tardiness. Dependable and prompt attendance is an essential function of every staff position at the NTC. The efficiency of the entire work group is impaired if every individual is not present when expected. Planned absences such as vacations should be scheduled in advance. Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum.

A **planned absence** must be approved in advance. Planned absences occur when an employee takes vacation, jury duty, leave of absence, compensatory time, or other scheduled absences. Because these absences must be pre-approved by a supervisor, they are generally considered excused. A planned absence may be paid or unpaid, approved or disapproved. Any employee not reporting to work when a request for annual or compensatory leave has been denied will be considered on unauthorized leave without pay and will be subject to disciplinary action.

An **unplanned absence** is usually an absence due to illness, injury, or emergency. In the event of a need for an unplanned absence, an employee should contact his/her supervisor immediately. A supervisor will determine if an unplanned absence is excused or unexcused. If the employee fails to contact his/her supervisor for unplanned absence within a reasonable amount of time or if the reason for absence is unacceptable to the supervisor, then the absence is unexcused/unauthorized and therefore unpaid and recorded as leave without pay. No annual or sick leave will be accrued by any employee while on leave without pay. Approval/disapproval of unplanned absence must be documented in writing by the supervisor.

**Tardiness** can be a planned or unplanned circumstance. An employee should notify his/her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 30 minutes or more, an employee should call the supervisor immediately. Employees who are late should make arrangements with the supervisor to make up time lost as a result of the tardiness within the same work week or will be expected to use annual leave or report the lost time as leave without pay (LWOP).
When an employee has an unplanned absence for illness or injury that lasts more than three (3) consecutive days, the human resources department should be notified by the supervisor immediately. The campus timekeeper should also notify the human resources department. The employee may be required to provide the human resources department with a medical release from the attending physician (Form: HR-005) stating that the employee is fit to resume regular duties after any absence from work for up to 5 consecutive work days.

**Breaks**

This section will identify the different employee types and serve as a guideline to supervisors and timekeepers within Northshore Technical College of how each employee’s lunch schedule should be handled. The NTC provides employees two 15-minute breaks, or rest periods, per day – preferably around mid-morning and mid-afternoon. Time for these breaks cannot be accrued, nor is it indeed to be used to extend lunch periods or shorten schedule workdays. No charge is made to paid leave or leave without pay (LWOP) for such breaks.

**Faculty**- The standard workday is eight hours—7:30 am to 3:30 pm, Monday through Friday, with a thirty-minute “working lunch.” Please note that a “working lunch” means that a faculty member must be available to students at all times; they are not allowed to leave campus. No time will be deducted for the lunch period.

**Unclassified/Classified Staff**- The standard workday is eight hours—schedule varies based on departmental need, Monday through Friday, with a thirty-minute or one-hour lunch break (length of break is approved by supervisor). Staff will not be compensated for their lunch break. Time for this break cannot be accrued, nor is it intended to be used to shorten scheduled workdays.

**Adjunct Faculty**- Adjunct faculty are hourly and the standard workday is established upon hire. If an adjunct is scheduled to work over a five-hour period, it is recommended that a lunch break be offered. The supervisor will determine if the lunch will be a “working lunch” or not.

All employee work schedules should be documented and a copy retained in Human Resources. It is understood that at times it is necessary to deviate from the standard schedule to meet special needs of the department. All deviations must be pre-approved by the supervisor and documented on the timesheet.

**PROCEDURE**

1. Each department receives a timesheet for employees within each respective department at the beginning of each pay period.

2. Each employee is expected to record attendance on the timesheet each day. All employees are expected to notify their supervisor when absent. Failure to do so may result in disciplinary action, including termination.
   a. If the employee is exhausting planned leave, the planned leave shall be applied for in advance and may be taken only when approved by the supervisor. No employee shall be charged annual leave until available compensatory leave balance has first been utilized. Written application should be made at least one week in advance for periods of one week or more, except in the case of FMLA when it is determined medically impractical to make the request in advance.
b. Should an employee fail to call or notify the supervisor for unplanned sick leave, all hours absent will be charged as unauthorized leave without pay, unless it is shown that it was medically impossible or impractical to notify the supervisor. The supervisor should notify the campus timekeeper when an employee is exhausting unplanned sick leave. Employees are expected to complete the timesheet and leave application(s) for all unplanned sick leave taken once he/she returns to work. In the event that an employee exhausts unplanned leave and is unable to complete the leave application(s) before the timekeeping files are submitted to HR for entering into The official NTC payroll system, the supervisor should complete the leave application with an approval/disapproval and submit to the campus timekeeper. In the event that the campus timekeeper doesn’t have the approved leave application(s) for unplanned leave, the campus timekeeper should make any necessary action to effectively communicate with the supervisor to obtain the approval(s) in writing by the supervisor. A supervisor may place an employee on sick leave when the employee asserts the need to be absent from work because of the employee’s illness or injury.

3. Each department submits all leave slips and timesheets to the campus timekeeper every other Thursday by close of business preceding the pay period end date. Each timesheet and leave application shall be signed by the employee and the supervisor. In the event that the supervisor is not available to sign any leave slips or the timesheet, the regional director, campus dean, or his/her designee may sign the documents so that the leave is not considered unauthorized. If timesheets and leave slips are needed for early processing, each department shall be notified by the campus timekeeper.

4. Each Friday by 12:00 p.m. preceding the pay period end date, each campus timekeeper submits the necessary time and attendance files to the Northshore Technical College human resources department to be entered into The official NTC payroll system. It is the responsibility of each campus timekeeper to ensure that the time and attendance files are submitted completely, timely, and accurately. At no time shall a timekeeper submit time and attendance files for exhausting leave without having possession of an approved leave application for each hour of leave taken.

5. Each Monday following the pay period end date, each campus timekeeper shall submit any corrections or changes to time and/or leave previously submitted to the human resources department.

On no less than a bi-annual basis, an audit will be conducted of timesheets, leave slips and written documentation regarding approval/disapproval of leave. Report of such audit will be made to the timekeeper’s supervisor and will become a part of the required record retention for timesheets.

Policy Reference: Department of Civil Service

Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees-LCTCS Policy # 6.003
Review Process:

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