



Work Schedules, Attendance and Punctuality

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Policy Statement:

South Central Louisiana Human Services Authority (SCLHSA) shall regulate time and attendance as a level of expectation of performance for all SCLHSA employees.

Rationale:

To ensure adequate staffing, positive employee morale, and to meet expected work standards throughout SCLHSA, employees are held accountable for adhering to their workplace schedules.

Procedure:

Timely and regular attendance is an expectation of performance for all SCLHSA employees. Each employee shall have a regular work schedule assigned by the employee's supervisor. Employees may request work schedule changes to be considered by their supervisor who must take into account staffing needs, supervision, workload, work flow, work quality and accomplishment of SCLHSA's mission when considering such request. The Appointing Authority or employee's supervisor may rescind work schedule changes at any time. Work schedule changes are NOT rights to which employees are entitled, but privileges may be granted to employees at the discretion of the Appointing Authority or employee's supervisor.

In reporting and certifying accurate attendance records, SCLHSA will comply with Civil Service Rule 15.2 (Certification of Payroll and Attendance) and all other regulations regarding time and attendance. Civil Service Rule 15.2 states the following: "The appointing authority or his/her agent designated for this purpose shall certify on each payroll or subsidiary documents the fact of the actual rendering of service in the position, the actual number of hours of attendance on duty, and the number of hours of absence from duty. Each employee shall certify also the fact of the actual rendering of service, the number of hours of attendance on duty and the number of hours of absence from duty." *The procedures for certifying attendance are contained in SCLHSA Policy #231– Time Administration Policy and Procedure.*

A. Responsibilities:

1. Employees

Employees are responsible for adhering to their assigned work schedules and complying with the attendance rules outlined in this policy.

2. Supervisors

Supervisors are held strictly accountable for implementing a productive work schedule for

each employee they supervise and monitoring all aspects of their employees' attendance and punctuality. They must ensure that each employee under their supervision is made aware of the attendance procedures and consequences of non-compliance. Supervisors are required to address attendance problems promptly and effectively and should obtain assistance from the Human Resources Department when addressing attendance problems. Supervisors are also accountable for ensuring that time and attendance is recorded accurately in LaGOV HCM. Any supervisor who fails to adequately monitor his/her employees' attendance shall be subject to disciplinary action up to and including dismissal from employment. Supervisors are also responsible for ensuring that each employee under his/her supervision has an assigned work schedule that is well documented. Supervisors shall ensure that instances of non-compliance with this policy are reported to the Human Resources Department.

B. Work Schedules:

1. **Assigned Work Schedules** – Each full-time and part-time employee shall be assigned a regular work schedule (specific days and hours to be worked) by his/her supervisor. Employees may request a change in their work schedules, the approval of which is entirely at the discretion of the supervisor and the Appointing Authority.
2. **Work Schedule Form (HR-61)**
The supervisor shall ensure that a Work Schedule Form (HR-61) is completed for and/or by each employee who is assigned a regular work schedule. A copy of each employee's current HR-61 shall be kept with the clinic timekeeper for audit purposes. The original HR-61 shall also be submitted to the Human Resources Department for entry into LaGOV HCM.
3. **Office Hours** – At a minimum, all SCLHSA locations shall be open and adequately staffed between 8:00am and 4:30pm Monday through Friday.
4. **Leave** – Leave will be handled in the following manner: If an employee takes off a day on which he/she is scheduled to work, hours of leave shall be taken respectively.
5. **Holidays:**
 - a. Designated Holiday – Per La. R.S. 1:55 B.(4), if one or more holidays fall on a full-time employee's regular day off, his or her holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the Executive Director.
 - b. Holiday Compensation – Employees shall receive holiday pay for the number of hours they are regularly scheduled to work on the day of the week on which the holiday falls.
6. **Travel** – Employees should be aware that there will be occasions when two employees who work the same hours while traveling together may be compensated differently based on different work schedules.
7. **Emergency/Disaster Operations** – During emergency/disaster operations, employees assigned to emergency/disaster duty may be required to work up to and including 12-hour shifts during the emergency/disaster. Leave and overtime hours shall be based upon the employee's regularly assigned work schedule. Employees should be aware that employees working the same shift during an emergency/disaster may be compensated differently based on different regular work schedules.

C. Attendance and Punctuality:

1. **ID Badges**
All employees will be issued ID badges for identification on their Orientation date. ID badges shall be worn in plain sight while on duty.

2. Rest Periods

- a. Lunch – Any lunch period that is allowed and taken is not counted toward working time.
- b. Breaks – Employees who are scheduled to work at least 8 hours in a day may be allowed one 15-minute morning break and one 15-minute afternoon break away from their workstations. In a 4 hour work day, one 15-minute break may be allowed. Such breaks are allowed entirely at the discretion of the supervisor and based on workplace demands.

3. Reporting Absences (Calling in)

- a. Procedures – Each supervisor shall inform employees under his/her supervision of the procedures to be followed when an employee cannot report to work by his/her assigned arrival time or must leave work before his/her assigned departure time. Such procedures must include the following items:
 - i. Who specifically the employee must contact to report the absence and the allowable methods of contact (phone call, text, e-mail, etc.).
 - ii. A requirement that the employee must give an indication of the expected duration of his/her absence and the type of leave he/she is requesting (annual, sick, FMLA, etc.).
 - iii. The time frame in which the employee must report the absence.

Note: The call in procedure has no bearing on whether the absence is considered to be unscheduled in accordance with Civil Service Rule 12.6 (a) 2. For information regarding unscheduled absences please refer to SCLHSA Policy #232 – *Leave Policy for Classified Employees*

- b. Employees who request leave on-line through LEO should input the leave request in advance of the leave date if leave is foreseen. If leave is not foreseeable, the employee shall input the leave request no later than 24 hours after the date the employee returns to work. The on-line leave request through LEO is not a substitute for calling in the absence as required by the supervisor's call in procedures.
- c. Non-compliance – Paid leave shall not be approved for any employee failing to comply with the supervisor's absence reporting (call in) procedures. In such cases the employee shall be placed on leave without pay (LWOP) for the time he/she is out of compliance. The supervisor of an employee who is placed on leave without pay for this reason must notify the Human Resources Department. If the supervisor determines that the employee failed to comply through no fault of his/her own, paid leave may be approved at the discretion of the supervisor.

D. Public Payroll Fraud:

1. According to Louisiana Revised Statutes 14:138, the crime of public payroll fraud occurs when:
 - "1) Any person shall knowingly receive any payment or compensation, or knowingly permit his name to be carried on any employment list or payroll for any payment or compensation from

the state, for services not actually rendered by himself, or for services grossly inadequate for the payment or compensation received or to be received according to such employment list or payroll; or

(2) Any public officer or public employee shall carry, cause to be carried, or permit to be carried, directly or indirectly, upon the employment list of payroll of his office, the name of any person as employee, or shall pay any employee, with knowledge that such employee is receiving payment or compensation for services not actually rendered by said employee or for services grossly inadequate for such payment or compensation.”

2. Reporting Suspected Payroll Fraud

- a. The appointing authority, managers and supervisors who are aware of possible payroll fraud are required to immediately report the situation to the Human Resources Department.
- b. Non-supervisory employees who are aware of possible payroll fraud are strongly encouraged to report the situation to the Human Resources Department.

3. SCLHSA shall investigate appropriately any cases of suspected public payroll fraud (including those reported anonymously) to determine corrective action to be taken internally by SCLHSA such as disciplinary action up to and including dismissal from employment. To the extent allowed by law, investigations will be conducted in a confidential manner.

4. In accordance with Louisiana Revised Statutes 24:523, SCLHSA shall refer any instances of suspected public payroll fraud to the appropriate law enforcement agency and audit agency for investigation and possible prosecution.

5. Retaliation Strictly Prohibited – SCLHSA maintains an affirmative duty to protect its employees from harassment, reprisal or retaliation. This protection extends to any employee making a report of possible payroll fraud, as well as those employees participating in related investigations. In instances where harassment, retaliation or reprisal has been substantiated disciplinary action may be imposed on the offender, up to and including dismissal from employment.

E. Disciplinary Actions:

Any employee or supervisor who violated this policy may be subject to disciplinary action up to and including dismissal from employment.

Compliance Requirement:

- Louisiana Revised Statutes 14:138 and 24:523
- State Civil Service Rules 15.2 and 12.6 (a) 2
- Per La. R.S. 1:55 B.(4)

Attachments:

There are no attachments for this policy.

Linkages:

- Leave Policy for Classified Employees – Policy 232