

# Pine Technical College

## Policy and Procedure

**Policy Number:** 505 REV 5 **Date:** February 25, 2002 **Revision Dates:** January 27, 2009, January 20, 2009

**Division/Department:** Human Resources **Author:** Carol Abell, Penny Hudlow

**Subject:** Time and Leave Reporting

### **Authorities:**

Agreements between AFSCME, Council No. 6; Minnesota Association of Professional Employees (MAPE); Middle Management Association (MMA); Commissioner's Plan; Personnel Plan for Excluded Administrators, MN State College Faculty and the State of Minnesota

### **Purpose:**

To ensure efficient and appropriate reporting of time worked and time taken by employees of Pine Technical College in accordance with the provisions of the collective bargaining agreements and State regulations.

### **Policies:**

#### *E-Time Reporting:*

All employees excluding faculty, will submit their leave requests to their supervisor electronically. All employees, again excluding faculty and administrators will submit their time sheets to their supervisor electronically. The supervisor will review and approve or deny their time reporting electronically as well. Time sheets are due to the payroll office on pay day Fridays, completed through the end of the pay period.

#### *Absence Reporting for "Scheduled" Absences:*

All employees, including faculty, will document absences from campus for sick leave, vacation leave, personal leave, compensatory time taken, jury duty, and unpaid leaves of absence. Faculty will use the "Request for Leave" forms; and staff will use the web based time reporting "Request for Leave" absence reporting system. The requests are to be completed, whenever possible, in advance of the scheduled absence. Please refer to your collective bargaining agreement or personnel plan for specific requirements in requesting time off, particularly personal leave and vacation time.

#### *Absence Reporting for "Unexpected" Absences:*

The section pertains to unexpected absences such as illness/injury/emergency situations. All employees, including faculty, are required to report their absence in accordance with notification procedures established by their supervisor.

### *Absence Reporting for Worker's Comp Injuries and Family/Medical Leaves*

Absences due to either of these situations will be documented on the payroll absence reporting form and noted as "Work Comp" related or "FMLA approved". Employees scheduled for FMLA leave where the dates are known in advance should complete timesheets for their absence period prior to going on leave and submit the information to their supervisor for future processing through payroll.

#### **Procedures:**

##### *Employees, excluding Faculty:*

Complete timesheets each pay period recording hours worked and hours absent. Submit the timesheet electronically to your supervisor for approval. Timesheets are due to the payroll office on payday Fridays completed through the end of the pay period.

Whenever possible, and in accordance with collective bargaining agreements/personnel plans, request time off in advance and complete "Request for Leave" form documenting the dates and reason for each absence and submit electronically to supervisor for approval.

##### *Faculty:*

Whenever possible, and in accordance with the collective bargaining agreement, request leave time in advance, and complete the "Request for Leave" form documenting the dates and reasons for each absence.

Submit the form(s) to the Dean of Academic Affairs for approval.

##### *All employees*

1. Report unexpected absences via procedures established by the supervisor. It is the employee's responsibility to provide the following information when reporting an unexpected absence: the date of absence, reason for absence, and any special information to be delivered to your department/supervisor/students regarding what needs to be covered, cancelled, or otherwise addressed for the period of time you are absent.

2. Complete a "Request for Leave" form upon return to work, make any necessary adjustments to time sheet.

3. Follow any additional departmental instructions, as established by your supervisor, for reporting an unexpected absence.

##### *Supervisors*

1. Meet and review the web based E-Time reporting system with all employees. Please direct your employees to use the training materials that are available from the login page of the E-Timesheet system.

2. Review leave requests and time sheets prior to approval to ensure accuracy.

3. Approve leave slips and time sheets, submit electronically to the college payroll office on payday

Fridays.

4. Report any concerns regarding policy violations to the Director of Human Resources.

**Responsibilities:**

See "Procedures" above

**Dissemination:**

Human Resources will provide e-Time Quick Reference Guide to each employee when conducting the Human Resources portion of the New Employee Checklist. Supervisors will ensure employees understand and follow the policies and procedures as outlined above, and take appropriate action to address employees in violation of these policies.

**Revisions Reviewed by Executive Cabinet:** 08/01/05

**Reviewed by Faculty Senate:** N/A

**Revisions Reviewed by Leadership Team:** 5/21/03, 7/28/03, 08/08/05, 10/02/06

**Revisions Reviewed by Managers Group:** 02/09/09

**Reviewed by Faculty Senate:** N/A

**Revisions Reviewed by Campus Roundtable:** 02/16/09

**Revisions Approved:** \_\_\_\_\_ **Date:** 10/02/06, 02/16/09

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