**THE UNIVERSITY OF WISCONSIN – Oshkosh**

**FACILITIES MANAGEMENT**

**Operations and Maintenance Division**

***Work Rules 7/01/2017***

1. **INTRODUCTION**

The following policy statements provide information on work rules for the Facilities Department and will be considered as a supplement to the University of Wisconsin System Work Rules for University Staff Employees.

1. **ATTENDANCE**

**Definitions:**

Absences are either **scheduled** or **unscheduled**.

**Scheduled** absences are approved in advance by the supervisor.

**Unscheduled** absences are absences that are not approved in advance by the supervisor.

Excessive absenteeism refers to excessive unscheduled absences regardless of whether the employee has leave time remaining to cover the absence or is in pay status. Certain types of absences will not be treated as unscheduled absences and will not be subject to discipline, such as funeral leave and job injury. See Section F of this policy for a complete list.

1. **UNACCEPTABLE CONDUCT**
2. Employees are expected to meet their established work schedules and standards. Failure to do so could result in the initiation of disciplinary measures
3. The following conduct could result in the discipline.
   1. Failure to notify your supervisor promptly of an unscheduled absence or tardiness.
   2. Failure to report promptly at the start and end of a shift to return work keys.
   3. Leaving before the scheduled end of shift without the specific approval of your supervisor.
   4. Failure to observe the time limits and scheduling of lunch, rest or wash-up-periods.
   5. No call/No Show
   6. Excessive absenteeism.
4. **SCHEDULED ABSENCES** 
   1. Requests for vacation and personal holiday time must be made in writing on the Facilities ***Leave of Absence Request*** form and be approved by the employee’s immediate supervisor in advance of the time to be taken off. Request for time off may or may not be approved by the supervisor due to operational necessity. Earlier requests for scheduled absences are easier to accommodate.
   2. Except in emergencies, employees are expected to give a minimum of three (3) workdays notice when using sick leave for personal medical or dental appointments.
   3. Your supervisor has the responsibility of ensuring that an adequate number of employees are available to complete the required work and thus may limit the number of employees that are off at one time. Giver your supervisor as much advance notice as possible to allow him/her to consider your request in light of the anticipated workload and the schedules of other employees.
   4. Permission to leave the work site for any reason during the work shift must be requested from the immediate supervisor. The time off must be documented on the **Facilities *Leave of Absence Request*** form.
   5. Employees receive generous paid leave allotments. Employees are expected to use paid leave time to cover planned and unscheduled absences. Leave without pay (LWOP) will not routinely be approved to cover absences in excess of available leave time. Request for LWOP may be approved when those requests are for unusual and nonrecurring reasons with consideration given to operational needs. Medical leave and any other leave mandated by law will be given appropriate consideration.
5. **UNSCHEDULED ABSENCES**
   1. In the event of an unscheduled absence, the employee must contact his/her supervisor before the start of a scheduled shift

Your crew supervisor is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

His/her voice mail office telephone is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. When an employee calls to report an absence, on his/her supervisor’s office voice mail, the following information must be provided.
     + Your name
     + The reason for your absence
     + Provide date and time of the call and estimated time of return.
  2. Continued absences must be reported to your supervisor as outlined in Section C2. Instructions will then be given for further reporting of this absence.
  3. Vacation or Personal Holiday and Compensatory time may be used in lieu of sick leave when requested.

1. **LATE ARRIVAL** 
   1. Late arrival means arrival after the start of a shift.
   2. Follow the same call-in procedure as for unscheduled absences. Report for work as soon as possible.
   3. It is the responsibility of each supervisor to evaluate each late arrival. In doing so, the following factors will be taken into account:
      * 1. The reason for the late arrival.
        2. The frequency of late arrivals.
        3. The amount of time involved in the late arrival.
   4. Based on this evaluation, the employee’s supervisor will determine whether a particular absence warrants counseling or disciplinary action.
2. **MEDICAL STATEMENTS**
   1. A Medical statement from a doctor (medical, or dental), physician’s assistant, or a nurse practitioner will be required before or upon returning to work when:
      1. Returning from an absence of 3 or more days due to illness
      2. Returning from an absence as a result of an injury, either on or off the job.
      3. According to policy the employee is abusing sick leave and management gives notice that a statement is required.
      4. A physician’s statement is necessary to provide for the health or safety of the employee or others.
      5. The employee is requesting an accommodation for a disability.
      6. Requesting a leave of absence for medical purposes.
   2. If an employee is returning from an illness, medical leave of absence or injury ***without restrictions*** the statement must contain:
      1. The time period when the employee was unable to perform the job.
      2. The date released to return to work and perform normal job activities.
   3. If an employee is returning from an illness, medical leave of absence or injury covered under Workmen’s Compensation and ***has restrictions*** or ***accommodations*** the statement must contain:
      1. Which physical limitations (specific motions, actions or restrictions) the employee has (not which job duties they should not perform).
      2. Identification of the duration of restriction or accommodation, and the nature of the restriction or accommodation. If the medical statement contains information concerning the employee’s medical condition, illness or injury, the statement must be presented to the Human Resources Manager for review. If the statement does not disclose medical information regarding the illness or injury, then it may be presentenced directly to the employee’s supervisor.
   4. It is the responsibility of the employee to obtain the required information from the medical facility and provide it to their supervisor. Failure to provide the information requested will result in an absence being treated as unscheduled and appropriate disciplinary action and may result in the employee being sent home without pay.
   5. Supervisors will attempt to reasonably accommodate an employee’s restrictions covered under Workmen’s Compensation within the employee’s own crew.
3. **EXCESSIVE ABSENTEEISM**
   1. Excessive absenteeism refers to excessive **unscheduled** absences regardless of whether or not the employee is in pay status. **Unscheduled** absences do not include job injury, funeral leave, holidays, or other scheduled leave.
   2. A review of an employee’s attendance record will be initiated when any of the following occur:
      * 1. Three unscheduled instances of absence occur in any 90-day period.
        2. Zero “0” sick leave balance is reached.
        3. Patterns of absence occur.

Attention will be paid to the number to unscheduled instances of absences of any duration, including partial day unscheduled absences.

* 1. When a review of an employee’s attendance record is initiated, the supervisor will consider mitigating circumstances and the employee’s prior record before determining if corrective discipline is warranted. The employee’s absenteeism records will be brought to their attention either through counseling sessions (formal and informal) or a pre-discipline meeting. All employees will be fairly warned when their attendance becomes problematic. A pre-disciplinary meeting will be held and any resulting discipline will follow the principles of progressive discipline.
  2. If the employee or management determines that the correction of an attendance problem requires outside help (i.e. alcohol abuse, drug use, or exceptional personal reasons), referral to the Employee Assistance Program (EAP) can be made during a counseling session or any step of the progressive discipline process. This referral by itself, will not necessarily substitute for any step of the disciplinary process. Management with Human Resources will evaluate each case individually, and action will be taken based in the frequency of the problem.
  3. Absences approved under the Federal or State Family Medical Leave (FMLA or WMFLA) or Workers Compensation laws may not be used as a basis for discipline.
  4. Absences due to work related injury, funeral leave, vacation, holidays, or other scheduled leave will not be included.
  5. Absences for which employees provide acceptable medical verification or inability to work may be considered as unscheduled if an excessive number of unscheduled absences or medical excuses are used and there is no approved FMLA.

1. **NO CALL / NO SHOW**
   1. All No Call / No Show absences within a 90-day period will result in an occurrence
      1. First occurrence will result in a verbal documented verbal warming.
      2. Second occurrence will result in a documented written warning.
      3. Third occurrence may result in disciplinary action up to and including termination.
   2. When the reason(s) for any failure to appropriately report an absence are not readily apparent, a pre-disciplinary meeting will be scheduled to discuss the circumstances of the situation. This situation should be addressed immediately. If the facts of the case warrant, progressive discipline may be awarded. When an employee does not call in and is absent for 3 or more consecutive workdays, a pre-disciplinary meeting will be held to determine if discharge may result. In all cases mitigating circumstances will be taken into account.
2. **LUNCH AND REST BREAKS**
   1. The employee’s supervisor will determine the time and designate the area where breaks will be taken. Rest breaks are limited to one paid 30-minute break.
   2. Supervisors may require employees to turn in their keys if they are leaving the campus for lunch.
   3. Adequate time for wash up will be allowed prior to lunch and rest breaks and prior to end of shift.
   4. Tobacco use is allowed only during lunch and scheduled rest breaks and per campus policy.
3. **OTHER PROVISIONS**

**A. APPROPRIATE ATTIRE**

1. Appropriate attire is required to reduce occupational hazards resulting from the usage of chemicals. Appropriate attire consist of:

* + 1. Supplied uniform shirt, and pants. ($20 allowance provided per pair of pants up to 5 pair a year).
    2. Full length trousers, slacks, or shorts (shorts must me mid-thigh or longer with finished hem)
    3. Shoes which cover the entire foot
    4. Neat and clean attire without offensive language or offensive pictures
    5. uniform shirts will not be altered
  1. Proper PPE is required to be worn when using various chemicals.
  2. Approved Personal Protective Equipment will be provided by the employer. (Safety Shoe allowance is provided to cover only partial cost of shoes and prescription safety glasses. )

**B. INNAPPROPRIATE BEHAVIOR**

1. WORK PERFORMANCE
   * 1. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
     2. Loafing, loitering, sleeping or engaging in unauthorized personal business.
     3. Unauthorized disclosure of confidential information or records.
     4. Falsifying records or giving false information to other state agencies or to employees responsible for recordkeeping.
     5. Failure to provide accurate and complete information whenever such information is required by and authorized person.
     6. Failure to comply with health, safety and sanitation requirements, rules and regulations.
     7. Negligence in performance of assigned duties.

2. PERSONAL ACTIONS AND APPEARANCE

A. Threatening, attempting, or doing bodily harm to another person.

1. Threatening, intimidating, interfering with, or using abusive language towards others.
2. Unauthorized possession of weapons.
3. Making false or malicious statements concerning other employees, supervisors, students or the University.
4. Use of alcoholic beverages or illegal drugs during work hours.
5. Reporting for work under the influence of alcoholic beverages or illegal drugs.
6. Unauthorized solicitation for any purpose.
7. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
8. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
9. Failure to exercise good judgement, or being discourteous, in dealing with fellow employees, students or the general public.

**C. USE OF PROPERTY**

1. Unauthorized or improper use of University property or equipment including vehicles,

telephone or mail service.

1. Unauthorized possession or removal of University or another person’s private property.
2. Unauthorized posting or removing of noticed or signs from bulletin boards.
3. Unauthorized use, lending, borrowing or duplicating of University keys.
4. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

**D. PERSONAL ELECTRONIC DEVICES**

The UWO Facilities Management department recognizes that cell phones are a part of daily life and are a great convenience to our staff. The following are rules that need to be observed when using cell phones during work hours:

1. Unless for an emergency, using one’s personal cell phone for personal use regardless of the application (texting, telephoning, personal email, games, etc.) during work hours is prohibited with the exception of use during break time.
   1. Personal cell phones may be used to contact supervisors with work related communication. Follow communication guidelines set forth by your supervisor.

**Corrective Progressive Discipline:**

It is expected that all employees within Facilities Management at UW Oshkosh will follow the established policies and procedure written in this policy. When employees are not successful in following these policies and procedures, progressive discipline may be used.

Progressive discipline is a formal process to give employees opportunities to correct unacceptable behavior that violates the Facilities Management work rules. Progressive discipline is the application of increasingly serious consequences for repeated failure to follow the work rules as laid out in this document.

Progressive discipline is a three-step process:

* 1. First is the investigation. The investigation process is intended to get the facts including the who what, where, and when of the incident.
  2. Second is the pre-disciplinary step which includes a meeting with the accused to lay out the facts as they have been presented and allow the employee to refuter that facts or explain the mitigating circumstances.
  3. Third is the disciplinary meeting. Prior to this meeting Facilities Management along with the help of Human Resources will decide on the disciplinary action if there is to be any and the degree of the discipline.
  4. Typically, the disciplinary process will start out with a written reprimand, followed by suspension without pay and finally discharge. These steps may be skipped and/or repeated as deemed necessary based on the circumstances.