

# Human Resources Department

## Work Rules and Guidelines

The purpose of this guide is to provide employees with the information necessary to meet performance expectations in the Office of Human Resources. This guide does not replace University or System policy but serves as a guide for meeting department conduct and performance expectations. However, this guide may refer to University and/or System policy to clarify expectations.

### Department Work Schedules

Employees are required to have a “consistent” work schedule based on the needs of the department. Having varied start and end times create a disruption to the work environment. Whatever your schedule, you are required to maintain that schedule. The standard workweek is Monday – Friday, 7:45 to 4:30. Individual work schedules may vary based on the needs of the department, meaning there may be flexible start and end times. However, it is an expectation that employees work until at least 4:30 to meet the needs of the department. The front desk must be “physically” covered from 7:45 until 4:30 each day. All overtime must be approved by the department manager. Employees who work more than 40 hours in a week, may use compensable time to flex their start or end times upon approval from their immediate supervisor.

### Meals and Rest Breaks

Employees who work more than six hours at a time are given a 30 minute unpaid meal break. UW-Parkside offers one 15 minute rest break and should not be taken close to the usual meal period. If a non-exempt employee is required to work through a meal break, he/she will be paid for the break period. Meal and rest breaks may be scheduled by the department supervisor or manager. Meal breaks are commensurate with your work schedule. Any meal break that is more than 30 - 45 minutes will require the employee to work additional time at the end of the day (e.g., if your work schedule is 7:45 to 4:30 and you decide to take an hour lunch, you are required to work until 4:45).

Lunch cannot be taken at the end of the day to leave early, nor may they be combined with rest breaks.

### Time Records

All non-exempt employees are required to complete accurate weekly time reports showing all hours actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. You are required to report work hours through the HRS portal weekly. Knowingly falsifying time is considered to be a serious ethical violation and is illegal and will result in immediate employment dismissal.

## Attendance and Punctuality

Regular attendance is an essential job function. Employees need to collaborate with their colleagues to do their job successfully. To make this collaboration easier, we expect you to be punctual and follow the schedule you and your manager have agreed upon. If you are absent or late on occasion, you should have a good reason. Employees have several leave options, but should do their best to plan in advance.

***What is absenteeism and tardiness?*** Attendance and Punctuality refers to frequent absence from an employee's job responsibilities. Tardiness, unexcused absences, not coming to work frequently, a pattern of absenteeism (other than FMLA), are cause for progressive corrective action. It is important that general work schedules are followed to avoid disruption in the workplace.

- a. An employee is considered absent if he/she is not present for work as scheduled, regardless of the cause.
- b. An employee is considered tardy if he/she reports to work after the scheduled start time (unexcused).
- c. An employee is considered absent if he/she is consistently leaving work early.

**Unforeseen absences/Notification Procedure.** If you are unable to report to work, you are required to notify your supervisor by email or phone one hour prior to the beginning of your regularly scheduled work hours. Text messaging is allowed as long as it is followed up with an email or phone call to the office for proper documentation of the absence. Unreported absences for more than five consecutive days may be considered as job abandonment, unless there is a documented emergency. If you plan to be more than 15 minutes late to work, you **must text** or call your immediate supervisor.

It is understood that you may have good reasons for being absent, even if you don't report it. Those reasons usually involve serious accidents, family or acute medical emergencies. You may be asked to bring a doctor's note or other verification. In these cases, your absence will be recorded as "excused".

On occasion (less than six times per year), you may have a family emergency, personal situation, or an unexpected appointment that will require you to modify your work schedule. On these occasions, you must seek approval to modify your work schedule from your supervisor. If your situation requires you to be away from work for more than 2 hours, you must use your leave benefits (please see Leave Benefits policy regarding the recording of time).

**Request for Time Off.** Vacation and personal time should be requested at least one week in advance, unless it is an unforeseen absence.

The University offers paid time off. Please visit the Leave Benefits policy for additional information on personal holidays and other forms of paid [Leave Benefits](#).

## **Dressing and Grooming**

It is expected that employees wear business casual attire or business attire if required (typically a special event). All staff may wear jeans on Fridays if they do not have meetings with business partners. Jeans may not have tears or rips and must be neat in appearance.

Appropriate guidelines for dress:

- No mid-riff exposure.
- No low cut tops, tank tops or shirts.
- Underclothes must remain as underclothes and should not be visible to others.
- No flip flops. Sandals are acceptable, but must be professional and clean.
- Generally, employees should look professional in appearance.

## **Work Etiquette**

Human Resources interface with the employee population regularly. We provide a high volume of customer service. It is an expectation that we embrace a friendly work environment and take a team approach to our work. It is expected that employees use their best judgment and manage their time well.

UW Parkside promotes a culture of respect. Employees are expected to remain professional and courteous. If problems arise, it is expected that the employee discuss the issue with their supervisor to resolve the issue. Be cognoscente of your work environment. The discussion of personal matters should be kept to a minimum and we should refrain from using raised voices to respect the personal space of others. Shouting down or across the hall is prohibited.

**Respect.** Demonstrate respect for the dignity of the university, its students, its vendors, and its employees. A social media site is a public place, and generally, employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

## **Progressive Discipline Process**

Failure to meet performance expectations as outlined in the work rules may results in a form of discipline. Progressive discipline procedures are designed to provide a structured corrective action process to improve and prevent recurrence of undesirable employee behavior and performance issues. Outlined below are the steps of the universities progressive discipline practices. The level of disciplinary intervention may also vary. Note: Progressive discipline may not be warranted given the nature of the offense.

**Procedure:**

***Step 1: Counseling and Verbal Warning***

This creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

***Step 2: Written Warning***

Written warning involves more formal documentation of the performance, conduct or attendance issues and consequences. During step 2, the immediate supervisor will meet with the employee to review any additional incidents or information about performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance expectations or conduct expectations. A formal performance improvement plan requiring the employee's immediate and sustained corrective action will be issued (if warranted) within five business days of a Step 2 meeting.

***Step 3: Suspension and Final Written Warning***

There may be an incident so problematic or harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employees or others, the immediate supervisor may suspend the employee pending results of an investigation. A suspension that is recommended as part of the normal progression of this progressive discipline procedure is subject to approval from next-level manager and Human Resources. Depending on the seriousness of the infraction, the employee may be suspended without pay. An investigation will be conducted by Human Resources.

***Step 4: Recommendation for termination of employment***

The last and most serious step in the progressive discipline procedure is recommendation to terminate employment. Generally, UW Parkside will try to follow the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to termination. Management's recommendation to terminate employment must involve HR and will follow all established termination policies and procedures.

## Receipt Acknowledgement of the

### Human Resources Work Rules

I have read and been informed about the content, requirements, and expectations of the work rules policy for employees in the Human Resources Department.

I have received a copy and understand the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at UW-Parkside.

Signed:

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Print Employee Name

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Signature of Employee Name

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Date

Filed in Employee File