University Libraries

Time, Reporting, and Work Schedules

Guidelines

Purpose
The Ohio State University Libraries’ values of equity, integrity, and stewardship call upon us to create clarity and consistency around our time and attendance expectations and how we manage our own work schedule. This clarity allows our patrons to do their work knowing they can rely on us to function consistently and efficiently. The following outlines the Ohio State University Libraries’ schedule, time, and reporting expectations.

University Libraries’ requires regular attendance on the part of all employees. Reliable and consistent attendance is considered an important performance standard. Employees will be held accountable to University Libraries’ standards and expectations for time, reporting and work schedules, and all university policies and rules for Classified Civil Service, as applicable.

Schedules and Working Hours
• Standard work hours, including start and end times, are set forth by the Associate Dean/Director, Program Area Head, or Department Head to support the needs of the business.
• Standard work hours for employees should fall between 6:00am to 6:30pm Monday through Friday unless otherwise determined by the unit to support business operations (i.e. circulation, security, etc.).
• Defined work schedules are subject to change based on the needs of the business.
• Any requests for regular deviations from a unit’s standard working hours are to be evaluated under the university’s flexible work arrangement policy.

Flexible Work Arrangements
• The Libraries adheres to the university’s Flexible Work Arrangement policy 6.12
• The request for a flexible work arrangement must meet the needs, requirements, and constraints of both the unit and the employee. They are not guaranteed and can be changed or be discontinued at any time.
• Flexible work arrangement requests are not the same as an occasional need for flexibility.
• Flexible work arrangements lasting longer than two months must be reviewed and approved by the supervisor, the Program Area Head/Department Head, and the Associate Dean in consultation with HR.
• For the process of requesting and approving a flexible work arrangement please review the policy, Flexible Work Arrangement policy 6.12
• Additional resources include Employee Guidelines and Manager Guidelines.
• In some instances, a request for family and medical leave or a reasonable accommodation regarding a disability may be more appropriate than a flexible work arrangement. Please contact HRConnection for additional information.

Timekeeping
• Employees have the primary responsibility to accurately record their time, inclusive of regular time (start and end times), mealtimes, and overtime, in order to ensure compliance with the FLSA.
• All timesheets are expected to be updated in Workday by end of business day on Friday or by the end of the last weekend hours worked, but no later Monday at 12p.
• Supervisors must approve all timesheets by Tuesday at 12pm each week.
• Employees and managers will be able to make corrections to time entered using Workday. Employees will also be notified in Workday if any changes are made on their behalf.
• Employees are expected work their standard hours and non-exempt employees must get pre-approval from their supervisor for any overtime hours before working the overtime.
• If an employee needs time to wrap-up an interaction with a patron, they may extend their workday by up to ½ hour. Unless overtime has been previously approved an employee should work with their supervisor to adjust their work schedule to maintain a 40-hour work week.

• Schedules for exempt employees may vary. It is the responsibility of the employee to follow direction from their supervisor on start and end times in order to maintain regular and consistent attendance.

• Employees are expected to enter all time-off requests using Workday.

• Employee recognition events occurring during an employee’s regular work schedule are on the clock. If a voluntary recognition event or celebration falls outside an employee’s normal work schedule, the employee may attend the event off the clock.

Attendance, Unplanned Absence & Call-in Procedures
• Employees are expected to arrive and clock-in at the scheduled start time for every scheduled shift.

• When an unexpected absence occurs, employees should contact their supervisor at least 2 hours prior to the start of the scheduled shift. In the event of an emergency, employees should contact their supervisor as soon as they are able to do so.

• When an employee fails to report to work as scheduled and fails to follow proper call-in procedures by the end of their scheduled shift it will be determined a no-call/no-show.

• Supervisors should consistently monitor employee adherence to work schedules and attendance and address concerning or unsatisfactory performance in a timely and consistent manner.

• Failure to meet these expectations may result in corrective action and be documented in performance management.

Sick Leave Requests
• For all pre-scheduled health appointments, employees are expected to provide as much advanced notice as possible to their supervisor.

• For unexpected sick leave, employees should contact their supervisor no later than 2 hours before the start of the scheduled shift.

• Unexpected leave requests for medical/sick time are to be submitted in Workday no later than the day the employee returns to work.

• If an employee misses work for 3 or more consecutive days for a serious health condition (self or family), FMLA may apply. Employees are to contact HR Connection regarding their rights and responsibilities under FMLA and also to determine whether return-to-work paperwork is needed from the attending physician.

Vacation Leave Requests
• When possible, vacation leave requests should be made at least two-weeks in advance to ensure coverage and minimize disruption of services.

• Vacation leave requests should be entered and approved by the supervisor in Workday prior to the vacation start date.

• Vacation leave requests may be approved or denied based on the department’s operational needs.

• Employees are expected to utilize the university-provided technology tools including Microsoft Outlook and “workboards” to assist in informing colleagues and patrons when they will be away from the office. Employees should create an “out of office” voicemail and email when away for one or more consecutive business days.

Breaks and Meal Periods
• Employees may take up to two paid fifteen (15) minute rest breaks in each eight-hour shift. Shifts less than 8 hours may have one rest break.
  o The timing is determined by the supervisor and is to be scheduled during the middle two (2) hours of each half shift. Additional timing considerations include:
    ▪ Breaks may not be scheduled at the beginning or end of the shift.
    ▪ Breaks cannot be combined to serve as a paid meal break.
    ▪ If an employee misses a break it cannot be made-up or combined with another break/meal period.
• Breaks are not transferrable between workdays.
  o Employees may have other special circumstances and request to take break during an alternative break time.
• Meal periods are generally 30 to 60 minutes in duration and are unpaid. Employee and supervisor should agree on meal duration.
  o Non-exempt employees must clock-out at the beginning of a meal period and clock-in when returning from a meal period.
  o Employees are to return to work promptly at the end of any break or meal period.
  o The timing of meal and break periods may vary by department and/or shift.
  o If a non-exempt employee attends a working lunch or other meal (e.g., with a candidate for a position, during a training event where lunch is identified as a “working lunch” on the agenda), then the employee should not clock out.
  o If an employee needs to work through their meal period, they should work with their supervisor for approval prior to doing so. Regular need to eliminate a meal period may require a Flexible Work Arrangement.
• The Libraries is committed to providing a safe and equitable environment for pregnant or lactating employees, students, and patrons. This includes reasonable access to lactation/personal care rooms and providing reasonable lactation breaks. Please contact HR for additional information and needs related to lactation spaces.

Definitions

**Standard Business hours**: Defines regular work hours of a unit and/or location. Can vary by unit or location. Alignment with broader expectations set across the Libraries (not the same as building hours).

**Standard work hours/schedule**: The expected scheduled hours of work for an individual employee. Supervisors set the regular work schedule according to position requirements reflecting business needs of the unit.

**Flexible work arrangements (University policy #6.12)**: These are approved deviations from the regular work schedule. Deviations persisting longer than 2 months or involving university course enrollment require approval and documentation as flexible work arrangements.

**Non-exempt employee**: Staff members who are not exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act. They are required to record their time worked by completing a timesheet or badging and are paid on a bi-weekly basis.

**Overtime (University policy #6.10)**: Time worked beyond 40 hours in a workweek, requested and pre-approved case by case by supervisor and if feasible by the Associate Dean of the Division. Only non-exempt staff members qualify for overtime pay.

**Comp time**: Time that is given to compensate for overtime worked. In lieu of overtime pay, a non-exempt employee can elect compensatory (comp) time. Comp time is earned at the rate of one and one-half hours for each hour worked.

OSU Policies & Resources

Family and Medical Leave, 6.05 (https://hr.osu.edu/wp-content/uploads/policy605.pdf)
University Staff Advisory Committee Flex Work Toolkit https://usac.osu.edu/files/2019/10/Flex-Work-Toolkit-All-Documents.pdf
Paid Leave Programs, 6.27 (https://hr.osu.edu/wp-content/uploads/policy627.pdf)
Workplace Accommodations (https://hr.osu.edu/services/disability-benefits-leave-services/workplace-accommodations/)
Performance Improvement and Corrective Action: https://hr.osu.edu/services/elr/performance-improvement-corrective-action/