



**TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**



STANDARD OPERATING PROCEDURE

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| SUBJECT Absenteeism | | NO. OF PAGES: 2 |
| REFERENCE: N/A | EFFECTIVE DATE: Jan. 1, 2009 | REVIEW DATE: N/A |
| General Order033 | SPECIAL INSTRUCTIONS/SUPERSEDES: N/A | ISSUING AUTH.: CHIEF OF POLICE |

Purpose: To establish a standardized operating procedure for unexcused absenteeism by employees of the Texas Southern University Department of Public Safety.

Procedure:

I. Definition:

- A. Absence is the failure to report for work and to remain at work as scheduled. It includes late arrival and early departures, as well as absence for an entire day.
 - a. An employee's regular and punctual attendance is essential for efficient operations daily.
 - b. An employee should be at their assigned work station and ready to work at their designated duty time.
 - c. If an employee knows in advance that he/she is going to be absent or unavoidably late, the employee must telephone the telecommunications dispatcher as soon as possible. The telecommunications dispatcher will then complete a pink slip for the employee's immediate supervisor, attendance manager, Patrol Lieutenant, if applicable, and the bureau commander.
 - d. Failure to request advance approval or to report your absence as described above will result in the absence being recorded as unexcused.
- B. An employee who fails to call in for three successive days to report such absences may be considered to have voluntarily terminated employment with the Texas Southern University Department of Public Safety.
- C. Upon returning to work from an unexcused absence, the employee must report to his/her supervisor and disclose the reason for the absence.
- D. If the supervisor accepts the reason as valid, no discipline will be imposed.
- E. If the reason is not acceptable, the employee may be disciplined in accordance with the following schedule:
 - a. First unexcused absence – oral warning
 - b. Second unexcused absence – written warning
 - c. Third unexcused absence – written reprimand and up to a three day suspension
 - d. Fourth unexcused absence – discharged from the Texas Southern University Department of Public Safety

F. Exceptions to this schedule, depending on the circumstances of the case, may be made by the Chief of Police.

APPROVED:

Roger Byars
Chief of Police

Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008

