



**TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**



STANDARD OPERATING PROCEDURE

SUBJECT Time and Attendance		NO. OF PAGES: 2
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1,2009	REVIEW DATE: N/A
General Order 046	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

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

Procedure:

- I. Definition:
 - A. Any unscheduled time lost from work, regardless of the reason, including sick time, is defined as absence in this policy.
 - B. Vacation, Compensatory Time, leaves of absence, bereavement, jury duty, and holidays that are offered by the Texas Southern University are considered scheduled time off for the purpose of this policy.
 - C. An unscheduled absence must be reported on a daily basis to the on-duty telecommunications dispatcher at least two hours before start of shift. The daily notification of absences may be waived by the Chief of Police in the event of hospitalization or extended illness.
 - D. Do not ask other employees, family members, or friends to make notification of an absence. If an employee has been hospitalized or in the event of other serious problems, this requirement may be waived by the Chief of Police.
 - E. Employees who are absent for three consecutive days may be required to obtain clearance to return to work.
 - F. Absences will be based on occurrence, not length.
 - G. An absences for more than ½ the workday is considered an occurrence.
 - H. Absences that qualify under the Family and Medical Leave Act (FMLA) will not be counted against the employee under this policy.
 - I. All employees' time and attendance will be monitored by the employee's immediate supervisor for excessive tardiness and/or absenteeism.
 - J. Disciplinary action will be administered by the employee's immediate supervisor for excessive time and attendance issues.

II. Probationary Employees

- A. A probationary employee will adhere to all the above mentioned procedures.
- B. A probationary employee may be dismissed from the Texas Southern University Department of Public Safety for excessive tardiness and/or absenteeism during their probationary period.

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

