



Angelo State University
Operating Policy and Procedure

OP 52.04: Attendance

DATE: February 1, 2013

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish a policy for employee attendance.

REVIEW: This OP will be reviewed in January of odd-numbered years by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by February 15th of the same year.

POLICY/PROCEDURE

Policy

Punctual and regular attendance is expected of all university employees during standard work days or shifts. When unable to report to work on time, regardless of reason, an employee is expected to notify his/her immediate supervisor or department head as soon as possible, and no later than the first 30 minutes of the start of the work day or work shift. Each department will make a reasonable effort to establish standards and guidelines for the notification of absences, including, but not limited to, who is to be notified regarding the absence and the expected time frame for such notification.

Attendance is an essential duty of each job and frequent or unexcused absences are subject to disciplinary action up to and including termination of employment. Attendance may also be considered as a performance standard for employee performance reviews.