

## College Procedure: 404.24 – Hotel Time and Attendance

Policy Reference: 402 – Employment Relationship  
Responsible Department: The Hotel at Kirkwood Center  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Finance  
Effective Date: 02/25/2013

Version Number: 2  
Legal Counsel Reviewed (yes/no): No  
Scope: The Hotel at Kirkwood Center

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### Reason for Procedure

To set forth clear expectations for employees regarding what to do when tardiness or absence is unavoidable and ramifications when violations are considered excessive.

### The Procedure

#### Attendance Incidents and Corrective Action:

The following occurrences will be considered attendance incidents:

- Call-offs (failure to report to work for a scheduled shift).
- Tardiness (over 7 minutes). An employee who is tardy two times within one rolling month (30 days) will receive one attendance incident.
- Unauthorized start time (starting more than 7 minutes before scheduled time). An employee who clocks in more than 7 minutes before their scheduled time two times within one rolling month (30 days) will receive one attendance incident.
- Leaving early without supervisor authorization (can be grounds for termination).
- No call/no shows (due to the serious nature of no call/no shows, this Procedure addresses such incidents separately).
- Unauthorized overtime.

**Corrective Action:** Each attendance incident will be dealt with on an individual basis by the employee's supervisor considering all of the circumstances involved. If documentation, such as doctor's notes, notes from faculty/teachers or bills from events such as a flat tire is provided, occurrences can be excused. In some circumstances, immediate suspension or termination may be appropriate. In other circumstances, the procedures listed below may be followed:

- An employee who has two attendance incidents within a rolling calendar year will receive a Verbal Warning.
- An employee who has an additional attendance incident within a rolling calendar year will receive a Written Warning.
- An employee who has an additional attendance incident within a rolling calendar year will receive a final Written Warning and a 3-day suspension without pay.
- An employee who has five attendance incidents within a six-month period will be subject to termination.

**Corrective Action for No Call/No Shows:** A no call/no show is the failure to report for a scheduled shift without notifying The Hotel. As with other attendance incidents, each no call/no show will be dealt with on an individual basis by the employee's supervisor considering all of the circumstances involved. In some circumstances, immediate suspension or termination may be appropriate. Due to the serious nature of a no call/no show, the procedures listed below may be followed:

- An employee who has one no call/no show will receive a Written Warning.
- An employee who has one no call/no show within six months of the Written Warning will receive a 3-day suspension without pay.
- An employee who has one no call/no show within six months of the 3-day suspension will be terminated.
- An employee with no call/no shows for three consecutive shifts will be considered to have voluntarily resigned employment.

The Hotel reserves the right to discipline or terminate employees who are repeat offenders under the attendance policy.

#### **Absences:**

An employee absent for three consecutive days for a personal medical condition, must present a release to work from his or her physician before returning to work. The employee should also contact Human Resources at this time to determine if they are eligible for leave under the Family and Medical Leave Act (FMLA).

#### **Call-in Procedure:**

An employee will call or text the number provided to them by their immediate supervisor no later than 2 hours prior to their scheduled start time to report they will be absent for their shift. Verbal or text confirmations from immediate supervisors is required. This absence may not be excused.

An employee who does not call in regarding an absence, or report to work, for three consecutive scheduled shifts will be considered to have voluntarily resigned employment with The Hotel at Kirkwood Center.

**Overtime:**

Employees are not permitted to work beyond 40 hours in one week without supervisory approval.  
Employees are not permitted to punch in early without supervisory approval.

**Revision Log**

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	02/11/2021	Cabinet	Procedure template