

Faculty Practice/AEGD Workplace Guidelines

Faculty Practice/AEGD, UMKC School of Dentistry
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In any organization it is essential that certain standards of personal conduct and work performance be maintained. Most people prefer to work in an orderly environment and will readily conform to reasonable rules of conduct and standards of performance as long as they understand what is expected of them. The following guidelines are in place so that employees are consistently informed of expectations set in faculty practice.

Expectations of Performance

- Successfully perform assigned job duties consistent with standards – both those specifically part of the job description and other duties related to the job (as assigned by a supervisor).
- Perform assigned tasks safely, competently and according to performance and behavioral expectations of the department/work unit.
- Cooperate and collaborate with supervisors and co-workers in performing assignments and service requests.

Break Periods

Full time employees are provided with (2) paid fifteen (15) minute break periods. Your first break will occur within the first four hours of your shift; the other in the second half of your shift. Break periods can be rescheduled by your supervisor depending upon work conditions.

Break lengths are recorded and monitored internally by a designated party. Employees are required to check-out upon starting a break and check-in upon returning from their break. Repeated instances of exceeding an allotted break period could result in disciplinary action up to and including termination.

Lunch

Full time employees are provided one (1) hour, unpaid time, for lunch. Your Supervisor will set your individual scheduled lunch times.

Progressive Discipline

One of the primary objectives of supervision is to ensure prompt, efficient and courteous service to the public. To meet this goal supervisors are responsible for training, assisting, motivating, directing and correcting behavior of staff.

Where problems with employee behavior or performance arise, a supervisor should seek to correct the problem with the least amount of disruption to the work environment. Discipline is a means to correct employee behavior and performance.

Progressive Discipline is practiced in accordance with UM Policies (HR-601 Discipline).

Attendance Guidelines

The attendance policy should be conducted in accordance with the UM Policies (HR-107 Attendance). This policy is to be used as the guideline for attendance within Faculty Practice.

1. Purpose and Scope of Attendance Guidelines

This policy is to set out procedures for reporting and recording absences (unexcused and unscheduled), and for managing short and long-term absences in a consistent and fair way. All arrangements for managing absences should be conducted in keeping with UM System's Collected Rules and Regulations, Chapter 340 Employee Absences. Further guidance on sickness absence is provided in the UM Policy, (Section 340.030 Sick Leave). Employees who are ill will be treated sympathetically and every effort will be made to assist recovery and safeguard employment while managing absences accordance with this policy. It is recognized, however, that the loss of working days through repeated absences can be a significant cost to the SOD in terms of work not completed and/or the costs of arranging absence cover. Repeated absences also places additional pressure on colleagues.

Reporting Illnesses

- Employees are to report absences by phone to their respective zone supervisor or the supervisor's answering service a minimum (30) thirty minutes before the start of the scheduled shift. When reporting absences you must identify yourself and the reason for your absence.
- Failure of an employee to notify the supervisor of his or her absence for three (3) or more consecutive scheduled shifts may be considered job abandonment. Job abandonment is considered a voluntary resignation without notice.

Proof of Illness

- Employees may be required to furnish satisfactory proof of illness or injury for any occurrence.
- An employee absent for three (3) or more consecutive scheduled shifts is required to furnish satisfactory proof of illness or injury.

- Satisfactory proof of medical and dental appointments is required when taking more than two (2) consecutive working hours during a scheduled shift.
- The department will require satisfactory documentation of illness or injury if a pattern of abuse or an excessive amount of unscheduled absences (4 or more occurrences) has been established within the last consecutive six (6) months. A pattern of abuse may be defined as a series of Monday, Fridays, Thursday after the payday, or a noticeable pattern in any sequence. Please note that absences related to an approved Family Medical Leave Act would not be considered in this requirement.
- Failure to provide satisfactory documentation of illness or injury when requested may result in disciplinary actions.

Unscheduled Absences & Tardiness

Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum.

- **Unscheduled absences** are defined as any absence occurring without authorized approval from the respective supervisor at least **one full business day** in advance of the next schedule shift.
 - Absences occurring outside of scheduled vacation or scheduled personal days.
 - Excessive unscheduled absences (four or more occurrences within a consecutive six month period) cannot be tolerated and can be subject to disciplinary action, up to and including termination.
 - An occurrence is defined as an absence of any portion of scheduled work day, or any block of consecutive work days.
- **Tardiness** is defined as arriving to work one minute past the start of the shift due to the payroll increments. An employee will lose a tenth of an hour of pay for every six minutes you are late.
 - Excessive amount of tardiness (five or more within a consecutive six month period) cannot be tolerated and can be subject to disciplinary action, up to and including termination

Communication & Notification of Occurrences

All employees have the right to request a current count and/or tally of their respective occurrences. When an occurrence occurs, supervisors are expected to inform their employees of said occurrence in a timely manner.

Ultimately, it is the responsibility of the employee to keep track and monitor their occurrence count in any given six month period, However, employee's will be notified when they reach an occurrence threshold where the next will lead to official disciplinary action.

Unscheduled Absences due to sickness

As mentioned above, Eligible employees unable to work because of an illness or injury may use accumulated sick leave to continue their straight-time pay (including shift differentials where applicable) for any absence from work.

- Employees may furnish satisfactory proof of illness or injury to avoid an occurrence.

Absences that Can Lead to Immediate Disciplinary Action

1. Unexcused Reporting of an Absence
 - a. No Call/No Show
 - b. Reporting an Absence Less than 30 Minutes prior to the Start of the Shift
 - c. Reporting an Absence After the Start of the Scheduled Shift

2. Unapproved Leave without Pay

Immediate disciplinary action can occur despite furnishing satisfactory proof of illness if the absence falls into one of the categories indicated above.

Key Practices in Managing Absences

Accurate records of all absences and actions taken must be kept and monitored on a regular basis. Managers must conduct a return to work interview following each episode of absence so that support and advice can be given at an early stage. Guidance on return to work interviews can be provided by the Business Office and through UMKC Human Resources.