

Applies to: Non-Exempt Operations & Facilities Management Department

**ISSUE DATE:**

Issued: October 2019

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**PURPOSE:**

The purpose of this guideline is to provide Non-Exempt Operations & Facilities Management Department (OFMD) staff members a clear guideline for time reporting and ensure the department complies with the Fair Labor Standards Act (FLSA).

**PROCESS:**

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All OFMD employees should be at their assigned work area on time and ready to begin work at their designated start time. All non-exempt (hourly paid) staff are required to keep accurate records of all hours worked. If not accurately reported, it may result in disciplinary action.

Washington University requires a meal break unless in specific positions that are identified by functionality: i.e. protective services officers and dispatch; facilities engineering computer room; and power plant workers. Federal law stipulates a "bona fide" meal period must last at least 30 minutes; otherwise, it is considered work time. To be "bona fide," employee must be completely relieved from duty during meal period (if interrupted during lunch, you should record it on your time sheet).

**FOR STAFF USING A TIMESHEET IN HRMS**

You must submit your timesheet for approval by the deadline set forth by the university; the system default deadline is midnight the night before payroll runs. Your pay for the current pay period is based upon the hours reported on your timesheet. Leave balances will be updated when your timesheet is approved and the payroll has been processed.

The time sheet is an official employment document - a legal record of actual hours worked. The timesheet must have all hours worked and leave information recorded. Review carefully all-time records. You should be completing the time sheet daily. Failure or refusal to maintain an accurate time record is cause for disciplinary action.

**FOR STAFF USING A TIME CLOCK**

***Start/End Times***

**Facilities Operations**

Team members are required to clock in/out at their assigned clock location within 3 minutes before the start of their shift and 3 minutes after the end of their shift. Team members should have any deviation from their normal start time approved by their Supervisor.

OFMD placed time clocks across campus for those who cover multiple buildings so they can clock in where

they start their day and clock out where they end their day.

**Protective Services**

All hourly employees (non-administrative) must clock in at the beginning of their shift and clock out at the end of their shift. Employees who have clocked in late may not work later than their shift end time to “make up” the docked time. Supervisors will consider non-exempt employees tardy for purposes of corrective action if they are not present at their scheduled work starting time.

**Lunch Time**

**Facilities Operations**

Team members are required to clock in and out for a total of 30 minutes for their lunch period. Team members should have any deviation from their normal lunchtime approved by their Supervisor.

The chart below outlines the standard lunch times for Facilities Operations staff. Due to business needs, some work teams deviate from this standard. The supervisor will set and communicate standard lunch times for team member.

<p><b><u>Custodial Services</u></b></p> <ul style="list-style-type: none"> <li>• Day Shift             <ul style="list-style-type: none"> <li>• 50% of staff 12:00pm</li> <li>• 50% of staff 12:30pm</li> </ul> </li> <li>• 2<sup>nd</sup> Shift – 5:30pm</li> <li>• 3<sup>rd</sup> Shift – 1:00am</li> </ul> <p><b><u>Euclid Power Plant</u></b></p> <ul style="list-style-type: none"> <li>• All Shifts             <ul style="list-style-type: none"> <li>• Included in their work period</li> </ul> </li> </ul>	<p><b><u>Facilities Engineering</u></b></p> <ul style="list-style-type: none"> <li>• 7:00am start Day Shift – 11:00am</li> <li>• 8:00am start Day Shift – 12:00pm</li> <li>• 2<sup>nd</sup> Shift – 7:30pm</li> <li>• Computer room - Included in their work period</li> </ul>
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**Protective Services**

Protective Services does not clock in/out for lunch periods.

**Time off Requests**

**Facilities Operations**

Employees should document all deviations from a team member’s normal shift with the Employee Time Authorization Form.

Employees should document each occurrence with the team member’s name, date of occurrence, reason, and employee signature.

Washington University School of Medicine  
Facilities Management Department  
**Employee Time Authorization Form**

Employee: \_\_\_\_\_ Dates of occurrence: \_\_\_\_\_

Reason for Authorization:

<input type="checkbox"/> Scheduled Sick	<input type="checkbox"/> Jury Duty/Military Leave	<input type="checkbox"/> Vacation
<input type="checkbox"/> FMLA	<input type="checkbox"/> Seminar/Education	<input type="checkbox"/> Emergency Vacation
<input type="checkbox"/> Sick <input type="checkbox"/> Vacation <input type="checkbox"/> Unpaid	<input type="checkbox"/> Flex Time (to be used in the same week)	<input type="checkbox"/> Funeral (Relationship)
<input type="checkbox"/> Unscheduled Sick	<input type="checkbox"/> Overtime	<input type="checkbox"/> Unpaid Absence
<input type="checkbox"/> Worker's Comp.		<input type="checkbox"/> Other _____

Reason for request: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Protective Services**

The Shift Supervisor will accept written requests prepared by the employee for accrued vacation time. Employees should submit in writing their request to their Supervisor using the university e-mail system. Employees should submit their requests at least seven days (five working days) before the requested day(s) off. When requesting a week or more, the employee should make the written request as soon as the employee knows they wish to take the time off. The Shift Supervisor will consider all requests on a case-by-case basis to ensure the minimum shift coverages are met and the employee's reasonable requests are satisfied.

### ***On Call Expectations***

#### **Facilities Operations**

For any emergency/on-call situation, the computer room has a phone/pager list of technicians, leads, supervisors, managers and directors (maintenance and custodial) that are to be contacted to respond to situations after hours and on holidays. We do not have an official on-call guideline. There is a [Cell Phone, Radio and Pager guideline](#), which outlines the expectation for employees with departmental provided electronic devices.

#### **Protective Services**

Protective Services has an on-call policy for all officers. We expect all officers to respond to any campus emergency as soon as requested by a supervisor or manager within Protective Services. There is a four-hour minimum call in. Depending on the situation, officers may be asked to stay on duty for up to 12 hours at any given time and days off could be suspended until normal operations can be resumed.