

**UW-Madison**  
**Department of Chemistry**  
**Policies and Procedures for Non-Exempt Classified Staff**

These policies and procedures apply to all non-exempt classified employees of the Department of Chemistry and should be considered as a supplement to the University of Wisconsin System Work Rules for Classified Employees. They have been developed to promote regular attendance and a safe and productive work environment. A copy of these policies and procedures will be provided to all new employees as well as to all continuing employees. Employees are responsible for reading and understanding them. If an employee does not understand any part, questions to clarify understanding should be addressed to the department manager.

**Work Hours**

It is expected that staff will work their approved schedule. Work schedule deviations must receive advance approval by the Supervisor (i.e. making up time at the beginning/end of the day). **Work schedule deviations may be approved by the Supervisor when the request is minimal in number of hours, non-repetitive, and occasional.**

Requests for alternate work schedules, or changes to your current alternative work schedule should be in writing and must receive advance written approval by your Supervisor.

When requesting time off, staff must indicate the time during the day for which the leave is requested; the amount of leave requested; and the type of leave requested (sick leave or vacation/personal holiday).

**Overtime**

Employees may be directed by their Supervisor to work overtime. If an employee believes it is necessary to work overtime to complete a job, the employee must receive prior approval from their Supervisor to work the overtime before doing so.

**Notification of Anticipated Absence**

Requests for vacation or personal holiday time require prior approval by the supervisor before the time is taken off. Requests should be submitted with as much prior notice as possible so workloads for other staff members can be adjusted to ensure coverage. Requests may be denied due to workload or lack of staff coverage if others already have approved vacations for the same time period. On occasion everyone has a last minute need to use leave time, and those requests will be approved when such requests are non-repetitive and occasional.

### **Notification of Unanticipated Absence or Late Arrival**

When you are not able to report to work at the beginning of your shift, you must contact your Supervisor by telephone prior to your shift starting. If he/she is temporarily unavailable, you must leave a voice message indicating the reason for the absence; whether or not you will be arriving later in the day and the time you expect to arrive. If your Supervisor is on vacation, you must contact Department Administration (department administrator or executive director) with the same information.

Reporting an absence does not guarantee that an absence will automatically be excused. Depending upon the nature of the reason for the absence, your Supervisor may require additional verification before deciding if the absence is considered excused.

### **Medical and/or Dental Appointments**

Employees may use sick leave for medical or dental appointments for themselves or a family member. At least three days advance notice of a scheduled medical appointment is required or leave may not be approved. Exceptions will be made if there is an emergency or an urgent appointment is canceled and rescheduled.

### **Leave Without Pay (L WOP)**

Employees are expected to use paid leave time to cover both planned and unanticipated absences. Leave without pay will not routinely be approved to cover absences in excess of available leave. The department administrator may approve leave without pay when the requests are made for unusual and non-recurring reasons. Medical Leave without pay and any other leave mandated by the contract or law will be given appropriate consideration. Excessive use of leave without pay may result in a pre-disciplinary meeting being scheduled.

### **No Call/No Show**

When the reason for any failure to appropriately report an absence is not readily apparent, a pre-disciplinary meeting will be scheduled to determine if discipline is appropriate. When an employee does not call in and is absent for five or more consecutive workdays, a pre-disciplinary meeting will be held to determine if discharge should result. In all cases, mitigating circumstances will be considered.

### **Computer Usage**

Incidental personal use of the computer is tolerated by the university; however, it should be limited to breaks and lunch periods as much as possible. Employees should use non-university sources of email, Internet access, and other IT services for activities of an extensive nature that are not related to university purposes.

**Phone Usage**

Personal telephone calls should be limited to breaks and lunch periods as much as possible. On occasion the need to make a personal call during work hours is necessary, but these should be kept to a minimum. Excessive personal calls are inappropriate during work hours. Personal long distance telephone calls are prohibited.

**Progressive Discipline**

If, after a pre-disciplinary meeting, it is determined that a violation of policy or work rules exist and that discipline is appropriate, progressive discipline will be applied.

**By signing below, I am acknowledging that I have received and read the above policies and procedures for Non-Exempt Classified Staff in the Department Chemistry and the Work Rules for UW System Classified Employees.**

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Signature

Date

xc: Diana Allaby, L&S Human Resource Manager  
Classified Human Resource Office  
AFSCME, WSEU, Local 2412  
UW Chemistry Policy

Last revised:  
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