

SECTION IV.F.1.2 EMPLOYEE CORE HOURS BY POSITION – NOTICE AND COMMENT

The Board of Trustees revised Section IV.F.1.2. of the Lone Star College Policy Manual on **February 1, 2018**. The notice and comment period for the policy was open to the public from **September 5, 2017 through November 6, 2017**. The procedures were last updated on **August 7, 2018**. The notice and comment period for the procedures was open to the public from **May 16, 2018 through June 18, 2018**. The policy and procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. Commenters could anonymously submit comments to LSC-PolicyFeedback@lonestar.edu and LSC-ProcedureFeedback@lonestar.edu. We received a total of 10 responses, some containing comments on multiple subjects. The comments have been broken down here by topic rather than by author.

Comment 1: A commenter asked for definition of arriving late and early departure.

Response 1: Core Hours for non-faculty employees are Policy-defined. Unless an exception has been made, all employees are expected at work during Core Hours. Arriving late or departing early is therefore defined as arriving after Core Hours begin or leaving before Core Hours end.

Comment 2: A commenter asked if exempt employees are expected to report their time in iStar when absent for partial days.

Response 2: Yes.

Comment 3: A commenter asked if a range of time exists when an exempt employee is not required to report their partial-day absences in iStar.

Response 3: The determination of any grace period for exempt employees is division- or college-specific.

Comment 4: A commenter asked who has the privilege of leaving early or arriving late.

Response 4: These Procedures do not comment on specific employees. Supervisors should use their best judgment to determine function coverage and employee punctuality and attendance.

Comment 5: A commenter asked whether Section 3 of the Procedures should require approval *and* notice.

Response 5: Section 3 of the Procedures specifically regards notice to supervisors. Approval is discussed in Section 4. This distinction is purposeful because an employee could notify a

supervisor but not receive approval. Notice allows a supervisor to plan for function coverage even if the supervisor does not approve the absence.

Comment 6: A commenter asked that the first sentence of Section 4 be reworded to account for the sequence of events as they occur. This commenter highlighted that approval occurs prior to entering time in iStar, and the sentence structure should therefore reflect this order.

Response 6: We made the recommended change.

Comment 7: A commenter suggested that the word “accumulate” be used instead of “accrue” throughout the Procedures. Commenter explained “accruing” is confusing because it generally regards time being added to an employee’s balance.

Response 7: We made the recommended change.

Comment 8: A commenter asked for more details regarding doctor’s notes. The commenter asked whether certain information is required, if it is required before a person is allowed back on the job, and who should get the note.

Response 8: These Procedures do not impose specific requirements. Doctor’s notes should, however, have sufficient information that allows a supervisor to substantiate an employee’s need for sick leave. Whether a note is required before resuming work is up to supervisor discretion. The employee should furnish the note to their supervisor. Employees and supervisors should ensure they understand that a significant distinction exists between a doctor’s note needed for sick leave time and medical certifications for legally-protected leave.

Comment 9: A commenter asked whether colleges or divisions that adopt additional requirements should vet such requirements through the Office of the General Counsel (OGC).

Response 9: Any college or division that wishes to have OGC review requirements can certainly do so; no such review requirement exists.

Comment 10: A commenter requested that the word “several” be deleted. The commenter gave no explanation for this request.

Response 10: We did not find a need to delete this word.