

Section IV.F.1. Employee Core Hours

Section IV.F.1.2. Employee Core Hours by Position

These Chancellor's Procedures supplement and clarify Section IV.F.1.2. of the Lone Star College System District Policy Manual last revised by the Board of Trustees on **February 1, 2018**—setting out the College's policies regarding employee core hours.

The Policy Manual controls when a conflict arises between it and the procedures below. These Procedures were last updated on **August 7, 2018**. The notice and comment period was open online to the public from **May 16, 2018** to **June 18, 2018**.

- 1. Scope of Procedures.** These Procedures apply to non-faculty employees (exempt and non-exempt). The College acknowledges that faculty responsibilities and essential job duties differ. Faculty attendance expectations are therefore discussed elsewhere. School closures, official calendar-designated holidays, and protected or legally required leave are not covered by these procedures.
- 2. Employee Attendance.** Regular and punctual attendance is an essential function of all jobs. Employees must be in attendance during College Core Hours (unless required otherwise by the employee's specific position or with supervisor approval). Core Hours is defined in Section IV.F.1.2.(a) of the Lone Star College Policy Manual. Regular and punctual attendance is a requirement to continued employment at Lone Star College.
- 3. Notifying a Supervisor.** Employees who are going to be absent for a full or partial workday or late for work must notify their supervisor as far in advance as possible. Employees who must miss work because of emergencies or other unexpected circumstances must notify their supervisor as soon as possible.
- 4. Absences and Punctuality.** Absences and tardiness will be considered excused if the employee receives the required approval for the absence, has sufficient accrued, but unused, time to cover the absence, and requests the time off in iStar. Absences also will be considered excused if the employee is taking time off in accordance with a protected leave (e.g., FMLA), and the employee is in compliance with such leave's policy.

An absence is unexcused if the employee is not present during scheduled work hours without permission, including full or partial day absences, late arrivals, and early departures.

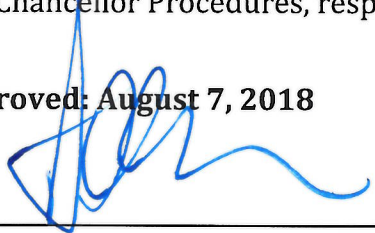
An employee who is absent for three or more consecutive days due to illness must provide a note from his or her health care provider to verify the employee's need for sick leave. This requirement does not apply to protected or legally required leave, which is covered elsewhere.

Employees who accumulate several unexcused absences may be subject to counseling, oral or written warnings, suspensions or termination of employment (or recommendation of termination for contract employees), at the College's discretion.

5. Job Abandonment. Once a non-faculty employee accumulates three consecutive unexcused shift absences—taken without any prior notice—the College presumes that the employee has decided not to return to work at the College. The employee’s supervisor will automatically begin the separation process at the end of the third shift. The College will notify the employee of this separation via mail to their last known address on file. For contract employees, job abandonment triggers the Contractual Termination Notice and Appeal Process.

6. Additional Rules and Processes. Colleges and divisions may adopt additional rules and processes that govern process-based issues. Such rules and processes cannot conflict with these Procedures or Board Policy. To the extent that any conflict exists, Board Policy and Chancellor Procedures, respectively, govern.

Approved: August 7, 2018

A handwritten signature in blue ink, appearing to be 'S. Head', written over a horizontal line.

Stephen C. Head
Chancellor
Lone Star College