ATTACHMENT 2
## Wastewater Treatment Division Operations and Maintenance Standards
### Benefit Time

1. **Benefit Time – General**

   A. While it is recognized that employees may occasionally need to be off work due to unforeseen circumstances, unscheduled time-off is detrimental to the efficient operations of the Wastewater Treatment Division. Use of unscheduled time off may be approved but will be monitored for the number and type of usage, and will be subject to discipline if the thresholds described in this standard are exceeded.

   B. Supervisors will monitor and track their employees' use of Benefit Time (BT) and time off and maintain appropriate records. Use the attached BT Log to record and track incidents.

   C. All occurrences of unscheduled absence will be recorded as incidents and subject to the conditions established in this standard.

   D. Supervisors, with input from their business teams, will establish and maintain minimum daily staffing levels subject to approval from the Section Manager.

2. **Scheduled Benefit Time**

   A. Article 15.3, section C of the contract between King County and Local 925 states, "Employees are required to submit requests and receive approval for scheduled time off as far in advance as possible to facilitate business team planning, but at least prior to the end of the previous shift/workday."

   - Any time off scheduled in accordance with this article will be considered scheduled and not subject to "incident tracking". Benefit time used in this fashion will not negatively impact eligibility for the Attendance Award Program.

   - **If a person schedules time off, they are expected to take that time off unless arrangements are made with their supervisor to return to work sooner than scheduled.**

3. **Unscheduled Benefit Time**

   A. In order to gain approval for **unscheduled time off,** employees are required to call in to Main Control at least 30-minutes before the start of their shift/workday and give notification that they will not be in, or they will be late, and provide a general reason why (personal illness or injury, sick child, vacation, etc.). Main Control will log all call-ins, recording the employees name, time of the call-in, and the reason given for the call-in. (The reason must be recorded to comply with FMLA/KCFML)
      - Business Teams may establish call-in requirements longer than 30-minutes based on like Business Team needs, subject to approval from the Section Manager.
      - If an employee calls in and expects to be gone for more than one (1) day, the employee may contact his/her supervisor and request/schedule additional days off. The first day shall be unscheduled time-off. The supervisor may grant those <u>subsequent</u> days as scheduled time off. The entire period of approved absence shall be defined as one "incident".
      - In the event of legitimate unforeseen personal emergencies, supervisors will have the discretion, with Section Manager's approval, to waive the application of an incident, or penalty for unscheduled benefit time. Waiver requests forwarded by a supervisor to a section manager will be reviewed for consistent and fair application of the standard by the supervisor.

- Supervisors may approve time off with less notification than the minimum time required to qualify as scheduled time off. (i.e. asking in the morning to take the afternoon off). Approval of these requests is at the discretion of the Supervisor in consideration of workload and Business Team needs. <u>The intent is to recognize that such approved time off is considered *scheduled.*</u>
- Comptime usage must be scheduled. There is no use of Comptime allowed for unscheduled leave.

B. **Call-in Standards** - The following describes the procedures and consequences for reporting unscheduled absence from work.

- **On-time Call-ins**

  - Call-ins made at least 30 minutes prior to the start of the shift (or as established by the Business Team) will be approved by the supervisor and Unscheduled Benefit Time (UB) will be charged to account for the missed time.
  - The seventh incident of unscheduled, on-time call-in in a twelve-month period will result in progressive discipline.
  - The supervisor will use Teach Lead Coach (TLC) up to the seventh incident to reinforce the importance of scheduling leave.

- **Late Call-ins**

  - Call-ins made less than 30 minutes (or as established by the Business Team) prior to the start of the shift will be considered late call-ins.
  - Employees will be allowed to use unscheduled Benefit Time (UB) for the first two incidences of late call-in in a twelve-month period. The third and subsequent incidences of late call-in will be unapproved and unpaid for the time missed. (UA)
  - The supervisor will use TLC upon the first incident of late call-in to reinforce the importance of calling in on time.
  - The fourth incident of late call-in in a twelve-month period will result in progressive discipline.

- **Failure to Call-in**

  - Call-ins not made at all, or made after the start of the shift will be considered failure to call in at all and will be unexcused time off. All <u>unexcused time off</u> will be documented as an unexcused absence and therefore, unpaid time.
  - Supervisors may inform an employee who has failed to call-in on time not to report for work if their duties have already been back-filled. In this instance, all time away from work will be an unexcused absence, and therefore unpaid time.
  - The supervisor will use TLC upon the first incident of failure to call-in to reinforce the importance of calling in on time.
  - The second incident of failure to call-in in a twelve-month period will result in progressive discipline.

- **Late call–in and Failure to call-in incidents are cumulative.** On-time call-in incidents will not be counted towards number of incidents of late call-in. However, when tracking an employee's incident history, late call in and failure to call in will be applied toward the limit

of six incidents before starting progressive discipline for on-time call-ins. In general, each call-in is considered an incident. If an employee calls in and indicates that they will be off for multiple consecutive days, it is considered a single incident.

- **Tracking Late Call-Ins for Exempt Personnel.** While FLSA exempt employees are not tracked on an hour-for-hour basis, they are required to be at work during a scheduled time frame or must have prior supervisory approval. Failure to be at work when scheduled is a performance issue; however, FLSA rules prevent reductions in pay except under very limited circumstances.

*The following chart describes the impacts of each incident of unscheduled Benefit Time.*

| Type | Incident # 1 | #2 | #3 | #4 | #5 | #6 | #7+ |
|---|---|---|---|---|---|---|---|
| **On-time Call-in,** *Calls at least 30 mins. prior to start of shift, or as established by Business Team.* | Unscheduled BT charged. Discussion and Standards Reminders. | | | | Unscheduled BT charged. TLC Session. | | Unscheduled BT charged. Progressive Discipline. |
| **Late Call-in** *Calls later than 30 minutes (or as established by Team) prior to start of shift* | Unapproved, but may use unscheduled BT. TLC Session. | | Unapproved, no pay (UA). TLC Session. | Unapproved, no pay (UA). Progressive Discipline. | | | |
| **Failure to Call-in** *Fails to call before scheduled start time to report tardiness or absence.* | Unapproved, no pay (UA). TLC Session. | Unapproved, no pay (UA). Progressive Discipline. | | | | | |

## 4. Exhaustion of Benefit Time

A. Disciplinary action will result if an employee depletes their BT and goes into <u>unapproved</u> UA. Or LX. However, Supervisors have the discretion to approve leave without pay (LW) in circumstances where the employee has not had the opportunity to accumulate BT due to being newly hired and/or coming off FMLA/KCFML. This must be done with the approval of the Section Manager

- Exhausting your Benefit Time or Comp Time during an approved absence from work will be identified by the payroll system as Leave Exhausted (LX) and may be subject to progressive discipline

- Supervisors will advise their employees to maintain an adequate BT balance to cover any unforeseen assignment or circumstance that could cause them to go into UA. (i.e. being assigned to cover a shift position on a short hour week.).

## 5. Time Sheet Codes

A. The following is a glossary of leave codes

| Leave Type | Earning Type | Time Reporting Code |
|---|---|---|
| Scheduled Benefit Time | BT | |
| Unscheduled Benefit Time | UB | |
| Approved Leave without Pay | LW | |
| Unapproved, Unpaid Leave | UA | |
| Generated Unpaid Leave when BT exhausted | LX | |
| Compensatory Time Used | CT | |

# ATTACHMENT 2

## Wastewater Treatment Division Operations and Maintenance Standards
### Benefit Time

## BT STANDARDS CALL-IN LOG

| Type | Incident # 1 | #2 | #3 | #4 | #5 | #6 | #7+ |
|---|---|---|---|---|---|---|---|
| **On-time Call-in,** *Calls at least 30 mins. prior to start of shift, or as established by Business Team.* | | | | | | | |
| **Late Call-in** *Calls later than 30 minutes (or as established by Team) prior to start of shift* | Unscheduled BT charged TLC Session | Unscheduled BT charged Discussion and Standards Reminders | Unapproved, no pay (UA) TLC Session | | Unscheduled BT charged TLC Session | Unapproved, no pay (UA) Progressive Discipline | Unscheduled BT charged Progressive Discipline |
| **Failure to Call-in** *Fails to call-in prior to scheduled start time to report tardiness or absence.* | Unapproved, no pay (UA) TLC Session | Unapproved, no pay (UA) Progressive Discipline | | Unapproved, no pay (UA) Progressive Discipline | | | |

## Supervisor's Log for employee:

| Inc. # | Date | Time Called | On-time Call-in | Late/Failure to Call (counts toward # of on-time incidents) | Reason/Comments/Disposition |
|---|---|---|---|---|---|
| 1 | | | ☐ on-time, use BT | ☐ late call, use BT, TLC  ☐ failure to call, use UA, TLC | |
| 2 | | | ☐ on-time, use BT | ☐ late call, use BT, TLC  ☐ failure to call, use UA, Prog. Disc | |
| 3 | | | ☐ on-time, use BT | ☐ late call, use UA, TLC  ☐ failure to call, use UA, Prog. Disc | |
| 4 | | | ☐ on-time, use BT | ☐ late call, use UA, Prog. Disc  ☐ failure to call, use UA, Prog. Disc | |
| 5 | | | ☐ on-time, use BT, TLC | ☐ late call, use UA, Prog. Disc  ☐ failure to call, use UA, Prog. Disc | |
| 6 | | | ☐ on-time, use BT, TLC | ☐ late call, use UA, Prog. Disc  ☐ failure to call, use UA, Prog. Disc | |
| 7 | | | ☐ on-time, use BT, Prog. Discipline | ☐ late call, use UA, Prog. Disc  ☐ failure to call, use UA Prog. Disc | |