



# POLICY

**Category**

**11-03 Attendance Practices for Trainers**

**Approval**

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Revised:
Responsible Party: Executive Director for Advancement & Employer Services

## Attendance Practices for Trainers

### Policy Statement

1. **College Policy:** As employees of the College, Trainers in the Advancement and Employer Services Division follow the attendance practices of the College, unless exceptions have been established in Division policy or communicated through specific supervisory instructions for an individual circumstance. As is the case for all WSU TECH employees, Trainers adhere to federal standards that require accurate recording of work time on time sheets. Intentional or repeated inaccurate recording of work time is grounds for discipline, up to and including dismissal.
  
2. **Division Policy:**
  - a. **Client Work Schedules:** When a full-time or part-time Trainer is regularly assigned to work at the worksite of a client organization, the Trainer adheres to the work schedules established by the client. When the client’s work schedules differ from the attendance practices of the College, the Trainer discusses in advance with their WSU TECH supervisor the differences between the WSU TECH attendance practices and the client’s attendance practices.
  
  - b. **Non-Exempt Trainers:** If the position held by the Trainer is Non-Exempt under the Fair Labor Standards Act, such as for regularly scheduled part-time Trainers, the Non-Exempt Trainer may work more than their normal budgeted work time in a work week only with the advanced approval of their WSU TECH supervisor. Additionally, Non-Exempt Trainers may not work more than 40 hours in a work week unless directed to do so by their WSU TECH supervisor.

- c. **Time Sheets:** In the second week of each pay period, the Trainer submits their WSU TECH payroll time sheet no later than Friday morning at 9:00AM. Work time reported for Friday and Saturday on the second week of a pay period will be estimated and will be adjusted, as necessary, during the following pay period. Trainers discuss such time keeping adjustments with their WSU TECH supervisor. It is important to the effective operation of the payroll system that time sheets be on time; therefore, if the time sheet is not completed by 9:00 AM on Friday at the end of each pay period, the Trainer is subject to corrective or disciplinary action.
  
- d. **Inclement Weather:** When the inclement weather decision of the Trainer's client organization differs from the inclement weather decision of the College, the Trainer adheres to the client's decision. For example, if the College is closed due to inclement weather but the client location is not closed, the Trainer reports for work at the client's site, if reasonably possible. If it is not reasonably possible for the Trainer to report to the client's site, the Trainer will inform their WSU TECH supervisor and will inform their client. An absence due to inclement weather when the client location is open will be recorded by full-time Trainers as Paid Time Off (PTO) and will be recorded by Trainers who are not full-time as time not paid.
  
- e. **Client Down Time:** From time to time, while the College is open, clients of AESD will be closed or clients will not have work for the Trainer to perform. In such cases, the affected Trainer's AESD supervisor will determine whether there is funded work the Trainer will be asked to perform at the College.
  - i. In the event there is funded work for which the Trainer is well qualified, the Trainer may be assigned to such work.
  - ii. In the event there is no funded work, or the Trainer is not assigned to such work, the Trainer will be placed in PTO status at the direction of the AESD supervisor. If the Trainer does not have PTO available, the Trainer will be placed in leave without pay status.