

ARTICLE 18

REPORT-IN/ABSENCE AND TARDINESS AND EMERGENCY CLOSING

A. REPORT-IN

All employees covered under the terms of this Agreement shall be at their assigned report-in locations ready to commence work at their starting time. For all employees, extenuating and mitigating circumstances shall be taken into consideration by the University in dispensing discipline.

B. ABSENCE AND TARDINESS

1. In the case of absence or tardiness, it is the obligation of each employee to personally, unless physically incapacitated, notify his/her immediate supervisor/coach or point person for Self Directed Work Teams, or in their absence, the next higher level supervisor, prior to the employee's normal reporting times or, if such is impossible, as soon thereafter as possible.
2. Regular attendance at work is expected from all bargaining unit employees. The University may consider several different factors in determining excessive absenteeism, including but not limited to the following:
 - a. The overall attendance record of the bargaining unit employee. The use of approved vacation time or comp time will not be considered when determining excessive absenteeism.
 - b. Patterns of absence in conjunction with certain days off, or particular work assignments or other identifiable patterns or "unexcused" absences. It is acknowledged that any discipline associated with absenteeism shall be in compliance with Article 19, Discipline.

C. EMERGENCY CLOSING

1. For purposes of this Article, the University shall be considered closed when the President, or designate, announces that the University is closed for business due to inclement weather or other emergency conditions beyond the University's control. Official notice of University closing shall be communicated through the local media and established internal communication procedures.
2. Bargaining unit employees shall not report for work during an emergency closing unless they have been called in or their supervisor has granted prior approval. It is the responsibility of the bargaining unit employee to determine whether or not the University is closed.
3. When an emergency closing occurs prior to the normal start time, bargaining unit employees will receive their regular wage rate for the hours they are not permitted to work, not to exceed eighty (80) hours of paid time per fiscal year. Employees may request vacation or accumulated comp time for hours that exceed the fiscal year maximum (eighty hours).
4. Bargaining unit employees who are called in by their immediate supervisor shall receive two and one-half (2 ½) times their regular hourly wage rate for all hours worked.
5. When the University is closed during the course of regular business hours, employees who are asked to continue to work in order to complete their normal assigned duties, shall be compensated at two and one-half (2 ½) times their normal wage rate for the remainder of their scheduled shift. If employees are required by their immediate supervisor to work beyond their normal scheduled

shift, they will receive two and one-half (2 ½) times their normal wage rate for the overtime hours worked during an emergency closing. Employees who are released from work due to the emergency closing shall receive their normal hourly wage rate for the balance of their scheduled shift.