

**File Name:** Time Sheet/ Schedule Change Policy and Procedure

**Orig. Date:** February 14, 2011

**Revision Date:** February 2012

**Messiah College  
Facility Services  
Time Sheet/ Schedule Change Policy and Procedure**

**Policy:** It is the policy of Facility Services to track staff's time correctly on time sheets in accordance with the Messiah College policies, and to be consistent in the way schedule changes are approved by the Managers in Facility Services.

**Objectives:** To report, accurately, the time worked for all staff in the Facility Services department and to assure that proper notice is documented for any change in staff schedules.

**Equipment:** Schedule Change Forms (copy attached)  
Staff Time Sheets

**Responsibility:** It is the responsibility of all staff to submit schedule change forms for any changes in their "normal" schedule and to complete their time sheets accurately.  
It is the responsibility of all managers to make sure schedule change forms and time sheets are submitted for each staff correctly following the policies and procedures of the department.

**Procedure:**

Step

Action

1. On Call Time

On-call time must be used in the same two-week pay period as when the pager is carried. This time is to be scheduled time off rather than ad hoc personal time (meaning coming in and saying "I'm leaving early today and using pager time). The time can be used before carrying the pager (in the same pay period). HOWEVER, if for some reason the employee does not do the on call time the employee will then need to take the time as personal or vacation forfeiting the four-hour

on-call time. It is the employee's responsibility to make sure the on call time is taken during the same pay period the pager is carried. On call time cannot be carried into other pay periods for any reason.

## 2. Calling Off

The manager establishes who should be notified and how to notify in the event of calling off; however, once that contact is made the manager or the front office will forward the message on to others. If an employee leaves early for any reason, the front office needs to be contacted by the manager or the employee.

## 3. Schedule Change Forms

These forms should be used for ANY absence or undocumented schedule change. The request should go to the supervisor and the supervisor should copy the front office when returning the approved schedule change. The employee does NOT need to copy the front office when requesting the schedule change .

## 4. Using Benefit Time

If an employee is asking off the same day they want off (for a couple of hours or the whole day) then personal time is to be used. For Campus Events asking off any time after the schedule is posted would be processed as personal time. If the employee is out of personal time, vacation time is used. Each employee will need to follow the procedures for their area in asking off. If an employee takes vacation time and upon return, states that he/she was sick, he/she may not change their time off to sick time after the fact. Likewise, an employee may not change sick time (used for an appointment or otherwise) to vacation time to ensure overtime that may occur later in the week. The original request stands as is (the only exception to this would be funeral leave as described in the employee manual).

## 5. Time Sheets

These need to accurately give the time worked. If called in for snow removal, or any other emergency, time worked needs to be recorded under emergency time for the College's records.

If the employee comes in early for an emergency and decides to leave after working 8 hours, actual time worked needs to be correctly reflected under the regular hours worked.

**"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".**

Approved  Reviewed  Revised Kathyrnne Shafer  
Kathyrnne Shafer, VP for Operations

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Jared Rudy, Grounds Services Manager

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Hilary Kreider, Environmental, Health & Safety Manager

Scott Zeigler  
Scott Zeigler, Campus Events Manager

Denise Blackley  
Denise Blackley, Facility Services Administrative Coordinator

Jennifer Sheaffer  
Jennifer Sheaffer, Administrative Assistant

George Blackburn  
George Blackburn, Daylight Administrator

*Charles J. Pulis*

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Chuck Pulis, Night Time Administrator

*Dan Soltis*

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Dan Soltis, Facility Maintenance Supervisor

# MESSIAH COLLEGE

## Facility Services

### Schedule Change Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: Click for Department Shift: Click for Shift Position: \_\_\_\_\_

Reason for Change: Sick  Doctor  Vacation  Funeral  Personal Day  Day w/out Pay   
Other

Click For Funeral Type

Please indicate the dates for which you are requesting time off.

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Total Hours: \_\_\_\_\_ or Total Days: \_\_\_\_\_ If partial day(s), indicate dates and hours below:

Comments: \_\_\_\_\_

*Requests must be submitted to your supervisor within a reasonable timeframe for approval.*

#### SUPERVISORY APPROVAL

Time off approved as submitted.  
 Time off approved for the following: From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

Time off denied. Reason: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

