



Strengths:
Terms defined

Too wordy and prescriptive
No distinction between
employees, staff, faculty
Use of 'leadership" term is
problematic

One policy for employees
and another for faculty
and administrative staff; There
is a need to distinguish
between exempt and non-
exempt employees. As
discussed during the meeting,
we need to capture this
information within the purpose
and/or policy statement.
Faculty members may not
need to report the days when
they are not on campus. As
noted in the meeting, faculty
may work from home on days
when there are no

Detailed expectations from employees	Appears as applicable to employees working in a shift or regular workday only. Does not consider flexible schedule that faculty may follow.	Differentiate between faculty and other "employee" defined in this policy. Most departments do not have any "Attendance" procedure and faculty do not report absence on days when they do not have classes/office hours. This may be clarified with "Faculty expectations" section. Replace "leadership" with supervisor or something more appropriate.
each item is well stated.	Procedures are not specific and clear.	Ways to communicate might need to be added i.e., email, call, or text.

Modify purpose and policy to include expectations by the supervisor