Attendance and Homework and Conduct Policy

Attendance:

- MAC employees are expected to arrive ready to work and clock in on time.
- Employees are allowed to be up to 5 minutes late for a scheduled shift, without calling in, with no penalty.
- If the employee is more than 5 minutes late, he/she must check in with the manager on duty before clocking in or 1 additional point will be assigned.
- Employees are given 2 personal/sick days per semester allowing them to miss all of their scheduled shifts for the duration of the day with no penalty.
  - In order to use a personal day, the assistant manager on duty must be contacted at least 1 hour before the start of the shift.
- Employees may receive a maximum of ten points a semester. If an employee receives ten points or more, he/she will be terminated immediately. Points are assigned as listed below:

<table>
<thead>
<tr>
<th>Minutes of Shift Missed</th>
<th>Points Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-15</td>
<td>1</td>
</tr>
<tr>
<td>16-30</td>
<td>2</td>
</tr>
<tr>
<td>31-45</td>
<td>3</td>
</tr>
<tr>
<td>46-60</td>
<td>4</td>
</tr>
<tr>
<td>60+</td>
<td>5</td>
</tr>
</tbody>
</table>

- Points may be assigned for tardiness, insufficient coverage, or unexcused absences.
  - Ex: Mack Math was fifteen minutes late to his 10 am Saturday shift, so he will be assigned 1 point.
  - Ex: Cally Business already used her personal days and missed her two hour shift at 1pm on Wednesday, so she will be assigned 5 points.
- If an employee does not inform the manager prior to their shift that they will be tardy, the amount of points the employee receives will be one point in addition to those earned.
  - Ex: Ed Ucation was twenty minutes late to his 12pm Thursday shift, but he did not call in to tell management he would be late. 2 points for being late and 1 point for not calling in results in 3 points being assigned for being late.
- Employees are expected to find coverage for the entire duration of missed shifts. Employees will receive points for any parts of the shifts uncovered and should post this coverage on the shift-change channel in Slack.
  - Ex: Bea Level was able to get coverage for all but forty minutes of her 12 pm Tuesday shift, so she will be assigned 3 points.
- Points may be appealed when appropriate documentation is given and the employee has notified his/her level manager of the circumstances. Absences may be approved at the employee’s level manager’s discretion and absence dates must be given a week in advance. Examples of excused absences are a doctor’s appointment with doctor’s note, illness with doctor’s note, or a funeral with the appropriate documentation.
- The employee’s level manager will email or slack the employee every week to update him/her on his/her number of points as the employee receives them.
- Failure to improve and maintain improvement with attendance may result in additional correction:

<table>
<thead>
<tr>
<th>Points</th>
<th>Resulting Correction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>4</td>
<td>Written Warning/Director Meeting</td>
</tr>
<tr>
<td>6</td>
<td>Director Meeting/Zero Tolerance</td>
</tr>
</tbody>
</table>

- Employees who are unable or unwilling to attend work on time regularly will receive additional corrective action. If an employee has a total of 8 (points are accumulative), he/she will not invited back for the next semester.
- Breaks may be taken with the permission of the manager on duty.
  - Employees must clock out for breaks.
  - The length of a break is determined by:
    - The length of his or her shift.
    - How busy his or her section is.
    - How many breaks he or she has already taken.
**Homework:**

If you are required to do homework:

- If this is your first or second semester, you are required to do homework based on your assigned level of tutoring. You are allowed one hour of paid time to work on homework/week.

- Homework will be **due every two weeks** starting the 1st week of classes. i.e. HW assigned Monday, Aug 19 is due Friday, Aug 29

- Not doing homework or turning homework in late will result in points being assigned and the additional correction.

<table>
<thead>
<tr>
<th>Missed/Late HW #</th>
<th>Points:</th>
<th>Resulting Correction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Written Warning/Director Meeting</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>Director Meeting/Zero Tolerance</td>
</tr>
<tr>
<td>4</td>
<td>8</td>
<td>Director Meeting/Return ID Badge/Let go</td>
</tr>
</tbody>
</table>

**Work Conduct: On the Clock**

- Employees are expected to greet students and build a positive atmosphere.

- Employees are allowed to utilize a laptop as long as there are no more than three students in the section for every one tutor. A manager has the discretion to ask you to cease use at any time.

- While on the clock, no cell phones are to be used on the floor. Emergency phone calls are permitted if approved by the manager on-duty and should be done in the break room or away from the floor.

- Nobody is to be sitting on the tables at any time.

- Markers are to be kept at the tables. Markers that no longer work may be thrown away.

- Employees are expected to drift to lower level sections (excluding 118) should traffic warrant it.

- Eating on the floor is not permitted. Non-alcoholic drinks are permitted in spill-proof containers.

- Clothing that is revealing (all personal body parts should be covered) or promotes alcohol, drugs, violence, sex, cigarettes, religious/political views or discriminates or defames any group(s) may not be worn.

- Employees should be actively walking around their level while on the clock and try to help everyone.

- At the end of the day, all tables and walls should be erased, erasers and markers put away, and walls and tables cleaned, if needed.

- On Fridays, employees are to put up chairs at the end of the day and clean the tables and walls.

- The MAC represents an open, inclusive environment for all people, and while on the clock, you should reflect those values. Employees who do not follow policy this may be put on probation or terminated at the director’s discretion.