

ATTENDANCE

ALL EMPLOYEES ARE EXPECTED TO REPORT TO WORK ON TIME

Each Lab Attendant is expected to contact the Microlab Head Graduate Assistant prior to the beginning of each semester to set up a work schedule that does not conflict with his or her class or personal schedule. Lab Attendant work schedules are developed using input from all lab attendants. At the beginning of each semester a work schedule is posted on the Employees section of the Microlab web site, located at <http://www.ship.edu/Microlabs/Employees>. It is the responsibility of each lab attendant to monitor this schedule and be aware of any schedule changes during the first several weeks of the semester.

CHECKING IN AND OUT DURING YOUR SHIFT

You are required to use the Timeclock system to check in when arriving for your shift and check out before leaving. Please follow the guidelines listed under the section titled "Payroll & Time Clock Procedures".

INABILITY TO WORK A SCHEDULED SHIFT

When you are unable to work a scheduled shift, you must request a sub at least **three (3) days** before your scheduled absence by following the procedures in the next section.

If you have an emergency or become ill, you are certainly not expected to report to your shift. In this case, please contact the Microlab Office at (717) 477-1413 or e-mail microlab@ship.edu so someone is aware that you will not be present during your shift. Failure to do so will result in a written warning.

REQUESTING A SUB

The computer labs contain valuable equipment and therefore must be staffed during scheduled hours. If you are unable to work during an upcoming shift, you must follow the guidelines below to request a sub. Lab Attendants are encouraged sub for other attendants when available to do so.

1. Submit a "Sub Request" form, which can be found on the Microlab Employee website.
2. The Lab Substitution Grad will put the request on the Substitution Calendar on the website and occasionally e-mail all lab attendants to see if any attendants are available to cover the shift. The Substitution Grad will make the appropriate contacts with other lab attendants to fill the substitution.
3. For each time you need a sub, you are expected to later serve as a sub for another lab attendant. Failure to do so may result in a written warning.

Requests for substitution must be submitted via the Employee Web Site at least 3 days (72 hours) before the expected absence. You will NOT be required to cover your shift, even in the event that no lab attendant is available to sub for you, as long as your request was made at least 3 days in advance. However, if the request is made with less than 3 days before the scheduled shift, you are still responsible for covering the shift if a sub cannot be found. If you fail to cover it, a written warning will be issued. In either case, you will be expected to sub for another lab attendant at a later date.

FILLING A SUB SHIFT

All Microlab Employees (graduate and undergraduate) are expected to check their university e-mail frequently. If you are able to work a shift, please email the Substitution Manager (labsub@ship.edu) which shift that you are willing to work. Everyone is encouraged to volunteer to cover shifts when their peers are unable to work. Remember, there will be a time when you need help covering your shift!