

Definitions

- **Exempt Employee:** Exempt employees' compensation is based on their responsibilities and achievements rather than on hours worked. These employees may be required to work additional time beyond their regular schedule for such purposes as planning the operations of their unit, reviewing the work of subordinates, responding to emergencies outside of their unit, or other similar circumstances.
- **Non-Exempt Employee:** Non-exempt employees' compensations is based on hours worked. These employees are subject to documenting all time worked and all time lost on a weekly basis. If time is not reported, these employees will not be paid. Non-exempt employees are also entitled to overtime.

Purpose

The Policy on Employee Expectations exists to provide all employees of the The NYU School of Medicine (NYU SOM) with clear behavioral expectations. This Policy outlines NYU SOM' expectations for all members of the NYU SOM team. Cooperation is expected from everyone and rules will be actively enforced.

POLICY

NYU SOM employees are expected to comply with the NYU Langone Health Service Standards and Attendance Policy. The following policies apply to all NYU SOM employees:

- **Lateness.** Employees are required to be on the job and ready for work at the scheduled start of the shift. This includes both regularly scheduled work days as well as course days. When an employee is late, the reason must be provided and NYU SOM. NYU SOM will view lateness as any arrival that exceeds five minutes past scheduled arrival time, without notification.
 - **Exempt Employees.** An EXEMPT employee's weekly salary may not be subject to reduction for lateness or for absences on an hour-by-hour basis.
 - **Non-Exempt Employees.** A NON-EXEMPT employee may be able to make up lost time, with manager's approval. Lateness will be noted in the employee's record with an indication of the time lost. Pre-approved overtime will not be acceptable during a week where an instance of lateness occurs. Please see 2.3.

As with absenteeism, a program of corrective action (progressive) will be put into place in order to encourage an employee to arrive on time. But also, as with absenteeism, excessive and consistent tardiness can result in corrective action, up to and including, termination of employment.

- **Time Off.** Requests for vacation time must be submitted in accordance with departmental policies and procedures, or at least two weeks prior to desired vacation. This includes single days off as well as vacation weeks.
 - **Exempt Employees.** As defined above, exempt employees' compensation is based on their responsibilities and achievements rather than on hours worked. Therefore, an exempt employee need not request time off on an on an hour-by-hour basis, but requests are still subject to approval.
 - **Non-Exempt Employees.** As defined above, non-exempt employees' compensation is based on hours worked. Therefore, a non-exempt employee must request any time off request and will have the choice of utilizing vacation time or forgoing pay for that time.

- **Overtime.** Overtime will be paid out to non-exempt employees as defined above. Weekday overtime must be pre-approved and will be charged directly to our operating account. Overtime earned during a course (weekday or weekend) will be paid out from the scheduled arrival time to the departure time. This overtime need not be pre-approved. An employee's failure to adhere to these rules regarding may result in corrective action.
 - **Call in Procedure for Sick Days.** Employees must call the acting manager/director's direct line at least one hour prior to the start of their shift. An employee's failure to adhere to these rules regarding may result in corrective action.
 - **Effect on Performance Evaluations.** If an employee fails to adhere to any of the above policies, this may result in a written warning or more serious corrective action and that employee is not eligible for a satisfactory performance evaluation for the period in which the discipline takes place. Although an employee's work performance may be exceptional, if he/she has an attendance and/or lateness problem, then his or her overall rating must be unsatisfactory*. If an employee receives an unsatisfactory review due to attendance/lateness issues they are not eligible for transfers/promotions until the next evaluation period.
- * Absences that are covered by the Family and Medical Leave Act, NYC Earned Sick Time Act and absences that are requested as part of a Reasonable Accommodation for known and covered disabilities may not be considered as the basis for corrective action.