



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