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STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
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January 8, 2010

TO: All Staff
Special Commitment Center

FROM: Kelly J. Cunningham 
Superintendent
Special Commitment Center

SUBJECT: ATTENDANCE AND ACCOUNTABILITY

I want to acknowledge and give my appreciation to the great majority of staff who understand and follow the rules and expectations of attendance and leave usage. However, it has come to my attention by a number of staff that they are significantly impacted by the attendance and accountability practices of some of their peers.

As has always been the case, each of us as State of Washington employees continue to have a responsibility to the general public to be ethical and responsible in how we use state resources. State time is a state resource, including regular time, overtime, leave time, exchange time, and compensatory time. An employee who does not properly account for time scheduled to be at work, especially when the employee receives pay for that time, could potentially equate to an unethical and inappropriate use of state resources.

I expect all staff either to be at work as scheduled, or to be on authorized leave. Leave time has been bargained for you between the state and your union to provide some flexibility to assist you in balancing your work and home responsibilities. However, when you are absent, there is an impact on both your co-workers and the services provided to SCC residents.

I expect staff wishing to plan a vacation to submit a written leave request and receive approval *prior* to the commencement of the leave. Remember that under the Collective Bargaining Agreement (CBA), staff are not to be authorized to take scheduled vacation leave if there is insufficient vacation leave available to cover the absence at the time the leave would commence. Supervisors are expected to be reasonable in working with staff regarding other uses of vacation time provided in the CBA, such as in lieu of sick leave, family care, military family leave, domestic violence situations, and during family and medical leave. However, for any request not approved in advance, it is reasonable and necessary for supervisors to request information on the reason, as the basis for determining whether the leave should be authorized.



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I expect that when staff call in sick, or use vacation leave in lieu of sick leave or for another allowable purpose, that the appropriate leave slip is completed and submitted to your supervisors immediately upon returning to work. The supervisor will verify if sick leave is available or there is other available leave time that may be applied in lieu of sick leave in accord with the applicable CBA. Supervisors will authorize payment of leave to the extent it is available, and if it is not, decide whether leave without pay will be authorized in accord with the applicable CBA.

I expect, when reporting to work late, that the appropriate leave slip is submitted upon arrival. When arriving to work late your supervisor is expected to meet with you to inquire about the reason you were late. Your leave, due to late arrival, may or may not be authorized, depending on the reason you were late.

For overtime-exempt staff, exchange time may be granted at *my discretion*. Overtime-exempt employees are first expected to "consult with their supervisors to adjust their work hours to accommodate the appropriate balance between extended work time and offsetting time off" (Article 6.9.E) When that flexibility does not occur or does not achieve the appropriate balance, exchange time may be accrued for extraordinary or excessive hours worked. Exchange time is not accrued on an hour for hour basis, must be pre-authorized, must be accounted for on the appropriate log sheet, and should be used as soon as possible since the maximum accrual is 80 hours.

Time and Attendance keepers, your responsibilities are clearly outlined in SCC Policy 626. If you are unfamiliar with your role and responsibility, I expect you to read and understand the policy.

I call your attention to the following CBA articles and policies which address the subjects covered in this memo:

- For represented staff of the Washington Federation of State employees (WFSE), Article 11 Vacation Leave; Article 12, Sick Leave; Article 17, Miscellaneous Paid Leave; and Article 18, Leave Without Pay.
- For represented staff of the Service Employees International Union, 1199, Article 16, Vacation Leave; Article 17, Sick Leave; Article 18, Miscellaneous Leave; and Article 19, Leave Without Pay.
- For all employees SCC Policy 626, Attendance, Leave, and Overtime, and Administrative Policy 18.64, Standards of Ethical Conduct for Employees.

I expect you to read, understand, and comply with SCC Policy 626, Administrative Policy 18.64 and the relevant articles in the CBA applicable to you and comply with the expectations articulated in this memorandum. As with other work expectations, failure to fulfill these expectations may result in disciplinary action up to and including dismissal.