Updating Policies on Time and Attendance

With the final implementation phase on April 12th of our new time and attendance system at UC Davis Health System -- ecotime™-- policies have been updated to reflect the new technology and best practices.

The first policy to be updated is Policy 2909, which addresses timekeeping rules for employees and management. It is available online at the UCDHS Policies and Procedures website.

http://intranet.ucdmc.ucdavis.edu/policies/hospital_policies_and_procedures/personnel/2909.shtml

Starting in May, a new enterprise-wide Attendance Policy for non-exempt employees will be introduced for training purposes with the policy taking effect on June 21, 2015 (the start of a bi-weekly pay period). This will be the first attendance policy that spans across the enterprise and will promote standardized attendance expectations within the organization.

This follows months of consultations among Human Resources, Finance/Payroll, Information Technology, and schools and departments throughout the Health System. Meetings to discuss potential changes to attendance standards remain ongoing, including with labor unions as provisions are finalized. Current departmental attendance standards remain in effect until June 21, 2015.

In the coming weeks, please look for information about training opportunities that will take place in May to learn more about the new Attendance Policy.