

# Employee Responsibilities

Policy 602.11

NOTE: For purposes of all Appalachian State University policies, references to SPA (subject to the State Personnel Act [former terminology]) shall be interchangeable with SHRA (subject to the State Human Resources Act [current terminology]); and references to EPA (exempt from the State Personnel Act [former terminology]) shall be interchangeable with EHRA (exempt from the State Human Resources Act [current terminology]).

## 1 Introduction

## 2 Scope

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Importance of Scheduled Hours

4.1.1 It is important for an employee to report to work on time and remain there during his or her regularly scheduled working hours. University employees depend on each other being on the job in order to accomplish their work objectives. It is the employee's responsibility to notify his or her supervisor when he or she is going to be late. An employee's attendance record, days out and time late, is reviewed when being considered for a raise or promotion. The following policies pertain to:

- [Adverse Weather](#)
- [Types of Leave](#)
- [Dual Employment](#)
  
- [Work Schedule](#)

## 5 Additional References

## 6 Authority

## 7 Contact Information

## 8 Original Effective Date

## 9 Revision Dates