

4.02 ATTENDANCE AND TARDINESS

A. Attendance

Dependability, attendance, punctuality and a strong commitment to perform at a high level are essential at all times. Employees are expected to work on all scheduled work days, during all scheduled work hours and to report to work on time. A record of all absenteeism and tardiness becomes part of the employee's personnel record. To the extent permitted by law, absenteeism and tardiness lessen an employee's chances for advancement and may result in corrective action, up to and including termination. See Section 7.01 of this Policy Manual for more information regarding excessive or patterned abuse of Sick Leave.

B. Reporting Off

An employee must notify their immediate supervisor, as far in advance as possible, but no later than thirty (30) minutes before their scheduled starting time, if they expect to be absent. This policy applies to each day of an employee's absence, unless expectations of an extended absence are communicated to the employee's immediate supervisor. The employee shall state the employee's name, reason for absence, expected length of absence and phone number where the employee may be reached. An employee who becomes sick during working hours shall report such illness to their immediate supervisor who may then release the employee on leave.

An employee who fails to contact their immediate supervisor for three (3) consecutive work shifts/days may be considered as having voluntarily resigned.

C. Tardiness

Employees are expected to be at work on time, prepared and ready to perform the responsibilities of their position. An employee is considered tardy when he/she fails to report for duty at the time scheduled and/or fails to return to duty promptly during their normal schedule.

1. Excused Tardiness

a. Emergency

Tardiness may be excused for a bona fide emergency. If an emergency causes an employee to be tardy, the employee should notify their immediate supervisor prior to the start of the shift or as soon as reasonably possible. Upon reporting for duty, an employee may be required to provide satisfactory evidence or documentation of emergency at the request of the employee's supervisor.

b. Inclement Weather

Tardiness may also be excused in cases of mitigating circumstances such as inclement weather or hazardous driving conditions. In any event, the supervisor has the discretion to determine if tardiness is excused or unexcused.

2. Corrective Action

Employees who are tardy may be subject to corrective action. Instances of tardiness may also be reflected on an employee's annual performance review and may have an impact on final rating and future promotional opportunities.



a. Classified Employees

An employee's compensation may be docked for tardiness. An employee may request to use accrued leave time (vacation, personal days, compensatory time) for a period of tardiness in lieu of loss of pay. Accrued sick leave shall not be used in lieu of loss of pay. The use of accrued leave does not excuse an employee from being considered tardy or corrective action.

b. Unclassified Employees

Unclassified, overtime exempt employees shall not be reduced in pay for tardiness, but may be subject to other means of corrective action for tardiness.

