

POLICY 102: ATTENDANCE AND PUNCTUALITY

ADOPTED: MAY 11, 1994 (REVISED: JUNE 20, 2017)

Policy:

It is the policy of the County to require employees to report for work punctually as scheduled and to work as required, including regular hours and any required overtime.

102:1 GENERAL PROVISIONS

1. Tardiness and poor attendance disrupt workflow and customer service, and will not be tolerated. Unauthorized and/or excessive absences or tardiness will result in disciplinary action, up to and including termination.
2. Supervisors shall notify employees of the normal work schedule including starting, ending and break times through direct communication and/or posting of schedules. Employees are expected to be engaged in carrying out their duties during all scheduled work time.
3. Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late or must leave early. Such notification should include a reason for the absence and when the employee can be expected to report for work.
4. Employees are compensated during approved absences in accordance with the appropriate leave policies. Subject to the County's policy on deductions from pay, failure to notify the supervisor of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.
5. Employees who are delayed in reporting for work more than fifteen (15) minutes and who have not notified their supervisor of their expected tardiness may not be allowed to work the balance of the work day at the discretion of the supervisor. For non-exempt employees, such time will be unpaid.
6. Employees who report for work without proper equipment or in improper attire may not be permitted to work at the discretion of the supervisor. For non-exempt employees, such time will be unpaid pending the employee's return with the proper equipment or attire.
7. Employees who report for work in a condition deemed unfit for work, whether due to illness or any other reason, will not be allowed to work.
8. Employees are expected to report for work during inclement weather conditions if the County does not declare an emergency closing. Certain specified employees may be required to report to work even in the event of a declared emergency closing.
 - a) Non-exempt employees who are unable to report because of weather conditions may be given a chance to make up their missed time if work schedules and conditions permit, or may be allowed to use accrued vacation leave. Otherwise, that time will be unpaid and unexcused.

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- b) Exempt salaried employees who are unable to report because of weather conditions may be required to use accrued vacation leave or may be required to make up the time.
9. Employees must report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and may be required to certify that they are fit to return to work.
10. Employees who are absent from work for three (3) consecutive workdays or shifts without giving proper notice to the County will be considered as having voluntarily quit. At that time, the County will formally note the voluntary termination of the employee and advise the employee of the action by certified mail.
- a) Employees on Worker's Compensation leave are required to provide the same proper notice as other employees. Doctor's notes must be definite in date to constitute proper notice; open-ended notes require employees to provide notice every three (3) days.
 - b) An employee on an FMLA protected leave will be required to report to work or re-certify the need for leave every thirty (30) days as requested by his/her department, unless the leave remains within the original period of absence certified by a healthcare provider. The County also may request certification at any time if the circumstances supporting an FMLA leave have changed, the employee requests an extension of the original leave, or the County receives information that causes it to doubt the reason for the absence, or the continuing validity of the certification (see Policy 405).