

Tardiness Policy

Section 5.1

PURPOSE

To establish uniform standards and guidelines for all employees for reporting to work on time under their established work schedule; and to establish a system to enforce these standards and guidelines.

POLICY

To maintain a productive work environment, the City expects employees to be reliable and punctual in reporting for work as scheduled. In the rare instances when employees cannot avoid being late to work, or are unable to work as scheduled, they must notify their supervisor or designee on duty as soon as possible in advance of the anticipated tardiness, as outlined in this policy.

Poor attendance and excessive tardiness can be disruptive to the workplace and may lead to disciplinary action, up to and including termination of employment.

Reporting to Work on Time

Employees are expected to report to their work station ready to commence work at the established start time of their daily work schedule.

A violation of this policy occurs when an employee is not at his/her work station ready to commence work at the scheduled start time specified on his/her approved work schedule. Department supervisors are expected to monitor employee's violations based on the employee's approved work schedule, and to take corrective action in a timely manner.

Pre-approved temporary deviations from an employee's regular work schedule do not constitute a violation of this policy. An employee who wishes to begin or end work at different times must obtain prior approval from his/her Department Head or supervisor before altering his/her work schedule.

Notification of Being Late to Work

An employee who anticipates being late to work must notify his/her supervisor or authorized on duty designee as soon as possible before his/her scheduled start time or in accordance with an applicable written departmental policy. An employee may not call and leave a message with another employee. If neither the employee's supervisor nor authorized designee is available the employee must leave a message and contact the next person in his/her chain of command or follow applicable written departmental procedures.

Employees are to adhere to all applicable laws regarding the use of mobile phones while driving. Employees who are unable to provide advance notice of being late, because they are driving, shall notify their supervisor immediately upon arrival.

When an employee is late, they are required to submit a leave request form to deduct the time from any appropriate accrued time. However, Department Heads, at their sole discretion, may approve altering an employee's work schedule to make up such time by working later, taking a shorter meal break, or making up time on another day within the pay period.

While exact hours are not tracked for FLSA exempt employees, they are still expected to comply with this policy. Please refer to the *Hours of Work Policy* and exempt payroll reporting procedures.

Tardiness Violations

Department Heads and managers/supervisors are responsible for enforcing this policy in their areas of responsibility. This includes documenting incidents related to tardiness, monitoring situations to determine abuses, taking appropriate and timely action, and counseling employees who display excessive tardiness. Subsequent violations of this policy may lead to progressive discipline, up to and including termination. Requests for advice and assistance in administering or interpreting this policy should be directed to the HR/RM Department.

OPERATIONAL PROCEDURE

Department Head	Approves authorized work schedules.
Employee	<p>Reports to work station ready to commence work at their scheduled start time.</p> <p>Notifies supervisor, or on duty designee, of anticipation of being late to work.</p>
Supervisor/Manager	<p>Documents and maintains records of violations of employees under their supervision.</p> <p>Counsels employee informally on employee’s first three (3) occurrences, within the same twelve (12) month period, of failure to comply with this policy. Takes into consideration the totality of the circumstances involved with the tardy (i.e. unusual traffic congestion or accident, road closures, inclement weather, etc.)</p> <p>Utilizes progressive discipline, as needed.</p>
Department Head	<p>Prepares written notices of excessive tardiness, to include review of attendance record, discussion of problem areas, and a statement of consequences if further violation of this policy continues.</p> <p>Informs employee of corrective action needed.</p>