

400.5 Attendance and Punctuality

To maintain a safe and productive work environment, Facilities Management expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on customer service delivery, other employees, and on Facilities Management. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

An employee's attendance is a critical factor of job performance and essential to the department's operation. When an employee's attendance is not satisfactory, it is the supervisor's responsibility to review the situation and determine whether written corrective and/or disciplinary action is warranted.

Unauthorized Absences:

An absence will be considered unauthorized if:

1. An employee is not at work during regular working hours and the employee is not on approved leave or leave without pay and,
2. The employee is more than one hour late for work and has not called the supervisor prior to the start of the shift and obtained approval.

Some work units in the department may have stricter requirements.

Determining Unsatisfactory Attendance

Review of the attendance record will determine patterns that could constitute abuse of leave time. Unscheduled absences that might be interpreted as "abuse" could be: regularly "calling in sick" on Mondays or Fridays; regularly "calling in sick" the day after payday; or regularly "calling in sick" the day before or after a scheduled vacation, holiday, or scheduled day off.

Discipline Process for Attendance Problems

If the supervisor's review of the employee's attendance record finds a pattern of abuse or potential abuse, there is a need to bring this to the immediate attention of the employee. Preparation for this meeting is critical. The meeting should be documented. The purpose of this session is to improve performance. The supervisor needs to reinforce the importance of the employee's attendance to the operation/unit and see that future performance (attendance) is satisfactory.

If the review of the employee's attendance record shows a pattern that might indicate abuse, the employee may be disciplined. In addition, disciplinary action may occur if the supervisor considers the number of unscheduled absences to be excessive.

Unauthorized absences will result in corrective and/or disciplinary action as follows:

PROBATIONARY EMPLOYEES:

- a. First unauthorized absence
 - A letter of expectations will be issued to the employee.
 - b. Second unauthorized absence
- Disciplinary action will be recommended to Appointing Authority.

CERTIFIED EMPLOYEES:

- First and Second unauthorized absence
 - a. A corrective action will be issued.
- b. Third unauthorized absence
 - Disciplinary action will be requested to Appointing Authority.
- c. Additional unauthorized absence
 - Dismissal will be recommended to Appointing Authority.

CERTIFIED AND PROBATIONARY EMPLOYEES

- a. Absence of five (5) consecutive workdays without notification.
- Dismissal will be recommended to Facilities Management Director (Appointing Authority).

APPOINTING AUTHORITY:

Appointing authority, is personally delegated to the Associate Director of Operations. This delegation is limited to matters involving discipline related to unauthorized absences of State Classified employees of Facilities Management Department only.

Attendance Tracking

Personnel Office, Facilities Management, is responsible for maintaining accurate annual and sick leave records for employees including timecards and for maintaining attendance records and overtime pay for eligible employees. Records should be kept for any individual who receives counseling or disciplinary action (oral, written, etc.) documenting the name, date of occurrence, and specific action taken. Copies of formal discipline are kept in the employee's Facilities Management personnel file as well as Human Resources personnel file.