

## **Attendance Policy – PROPOSED DRAFT 11/3/2010**

*Effective Date: 12-01-2010*

*Revision Date:*

### **I. POLICY STATEMENT:**

As a public transit system with time-sensitive operations, it is essential and required that Authority bus operators report to work and on time on the days they are scheduled to work, and to required meetings.

To encourage good attendance, the Authority has adopted a point system for occurrences of tardiness and absenteeism along with progressive discipline measures.

### **II. PURPOSE OF POLICY**

The purpose of this policy is to improve attendance in order to minimize scheduling problems, reduce overtime costs, and allow for smooth operations. Attendance and tardiness cause service and scheduling problems as well as force the Authority to pay overtime for hours that would normally be paid at straight time.

As a public entity funded by tax dollars, the Authority is obligated to operate the transit system in the most cost-effective and efficient manner as possible. Last minute scheduling changes due to absenteeism or tardiness also create additional work and stress for staff that are called to fill in for the absent or late operator.

The Attendance Policy is designed to clearly communicate procedures for reporting absences or tardiness, and the consequences for unexcused tardiness and absences that may lead to disciplinary action, up to and including termination.

### **III. APPLICATION:**

This policy applies to bus operators of the Authority.

#### IV. DEFINITIONS

Excused Absence: Absences are excused when a Request for Paid Time Off Form is submitted to and approved by the Operations Manager or Assistant Operations Manager at least 48 hours prior to the requested PTO date. Absences, tardiness and leaving prior to the end of the scheduled shift are considered unexcused, unless they are the result of:

- Family Medical Leave Act absence
- Military leave
- Approved Paid Time Off (PTO)
- Jury or witness duty
- Work-related injury leave
- Bereavement leave requested and authorized

Unexcused Absence: Absence from scheduled work that has not been pre-approved PTO; leaving before the end of a scheduled shift without prior approval; and failure to provide proof for claimed illness resulting in unapproved absence from work lasting longer than one day.

Rolling 12-month period: An employee's individual 12-month period that begins on the date of his or her last occurrence under this policy.

#### V. POLICY AND PROCEDURES

The Authority has adopted a point system for occurrences of tardiness, failure to give notice of tardiness or absence, and unexcused absences. Points are awarded for each infraction or occurrence and may be combined, possibly resulting in multiple points being received.

##### 1. Notification of Absence

Bus operators who will be absent from their scheduled shift are required to notify their supervisor or dispatch using the designated methods at least one (1) hour prior to the start of their shift.

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| Notification of less than one (1) hour before shift            | 1 pt |
| No notification of absence/No show for shift (No call/no Show) | 3 pt |

**2. Notification of Tardiness**

Bus operators who will be tardy are required to notify their supervisor or dispatch using designated methods at least 15 minutes prior to the start of their shift.

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| Notification of tardiness more than 15 minutes before shift                  | ½ pt |
| No notification of tardiness, or notification more than 15 min. before shift | 1 pt |

**3. Unexcused Absences**

Any time an operator informs their supervisor that they will not be reporting to work as scheduled for any reason is considered an unexcused absence. Failure to attend mandatory meetings also is considered an unexcused absence as are leaving work early before the end of their shift.

Operators are allowed one (1) absence due to illness (sick day) during a rolling year without penalty. Any subsequent absences from work (for sickness or otherwise) will be considered unexcused, and will count as one (1) occurrence for each day missed, unless proof of a medical visit (physician’s note will not be accepted) is provided to management. Management reserves the right to require proof of illness or circumstances from any employee who fails to report to work when they are scheduled.

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|--|------|
| 1 unexcused absence due to illness per rolling year    | 0    |
| Unexcused absences without medical visit proof         | 1 pt |
| Unexcused leaving early (regardless of length of time) | 1 pt |
| Unexcused absence at required meeting                  | 1 pt |

**4. Disciplinary Measures**

When an employee accumulates four **(4)** occurrence points within a rolling 12-month period, the employee will receive a first written warning.

When an employee accumulates six **(6)** occurrence points within a rolling 12-month period, the employee will receive a second written warning and will be scheduled by management for 2 days off without pay. Available PTO may not be used for the days off without pay.

When an employee accumulates eight **(8)** occurrence points within a rolling 12-month period, the employee will be subject to termination.

New bus operators are expected to demonstrate good attendance habits and reliability during their six (6) month introductory period. When an introductory operator accumulates two (2) occurrence points within the, the employee will receive a written warning. When an introductory operator accumulates four (4) occurrence points, the employee will be subject to termination.

The progressive discipline policy for attendance does not guarantee that every step will necessarily be followed in each individual case. Depending on the circumstances of an individual situation, the Authority reserves the right to take any disciplinary action it considers appropriate, up to and including termination of employment. Discipline under this policy is separate from and in addition to the work rules.