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**Policy: 2019007**

**Date in Effect: 03/18/2019**

**Latest Revision: 03/18/2019**

## **EMPLOYEE ATTENDANCE POLICY**

It is the policy of the City of Findlay to promote a productive working environment. Every employee is hired to perform an important function for the City of Findlay. It takes cooperation and commitment from every employee to operate effectively. Therefore, employee attendance and punctuality are essential to productivity.

Every employee of the City of Findlay is expected to be at his/her work area by the start of each workday at the time designated for your department and shift: reporting to work as scheduled, on time, and prepared to start work. Every employee is expected to remain at work for his/her entire work schedule, except for break periods or when required to leave on authorized City business. Late arrival, early departure, and other absences from scheduled hours are disruptive and must be avoided. Excessive absenteeism or tardiness will not be tolerated, and will be cause for disciplinary action.

Nothing in this Policy Statement is intended to abrogate or to alter any rights any employee might have through applicable Civil Service Rules to collective bargaining agreements; or other rights guaranteed at law.

The City Administration realizes that there may be times that employees are not able to make it to work on time.

### **Procedure**

#### **Supervisor Notification**

- A. Regardless of the reason for the impending absence, all employees are required to notify their supervisors at least one (1) hour in advance of the employee's scheduled start time.
- B. Unless the employee is incapacitated and cannot call, the employee must call on his/her own behalf. If the employee is incapacitated a person with a

formal legally recognized relationship with the employee may call in the employee's stead.

- C. Unless the employee is off on an approved FMLA or other approved leave of absence, the employee is expected to call in every day while absent.
- D. Unreported and unexcused absences of three (3) consecutive work days will constitute job abandonment, and will be considered a voluntary termination.

### **Attendance Points System**

- A. Depending on the nature of the absence, points are accumulated on the employee's attendance record,
- B. When an employee reaches a certain number of points certain disciplinary actions are to be followed.
- C. Depending on the number of points accumulated, an employee is subject to progressive discipline.
- D. The points system is based on the past rolling 12 calendar months.
- E. Any employee who accumulates twenty-four (24) or more points in a twelve (12) calendar month period under the Attendance Points System could be discharged.
- F. On the first day of each calendar month, points accumulated during the previous one (1) year prior will be removed from the employee's record.

### **Absences for which no points are assessed**

- A. Off work due to a work related injury which has been filed with the Ohio Bureau of Workers' Compensation (BWC), which renders the employee unable to work. The inability to work due to injury must have been medically verified.
- B. Any excused absences for holidays, approved paid or unpaid leave, or adverse working conditions.

### **Point Accumulation Table**

#### **1. 1-point**

- Late to work from 5-20 minutes for any reason not excused above.
- Leaving work two (2) hours or less before the end of the employee's scheduled work shift for any reason not excused above, after notifying the employee's Supervisor.
- Late notice of absence of tardiness, unless the late notice is excused by the Supervisor because of exigent circumstances beyond the employee's control.

2. 2-points
  - Late to work by more than twenty (20) minutes for any reason not excused above.
  - Leaving work more than 2 hours before the end of the employee's scheduled work shift for any reason not excused above, after notifying the employee's Supervisor.
3. 12-points – Absence from work for any reason not excused above without appropriate call-in to the employee's Supervisor.

**Disciplinary Action Based on Points Accumulation Table**

The accumulation of the following numbers of points will generally result in certain disciplinary action as described below:

1. 12 Points – A verbal (written) notice is sent to the employee that he/she has accumulated 12 or more points. The employee is counseled by his/her supervisor.
2. 16 points – A written Reprimand
3. 20 Points – 3 days suspension without pay
4. 24 points - Termination

Director of Law Review \_\_\_\_\_

Human Resources Director \_\_\_\_\_

Mayor \_\_\_\_\_



Handwritten signatures in blue ink over horizontal lines. The signatures are: a large cursive signature for the Director of Law Review, a signature for the Human Resources Director, and the name 'Christina M. Murray' for the Mayor.