

## ATTENDANCE AND PUNCTUALITY

### Purpose:

To provide a fair, consistent, and effective method of controlling attendance and punctuality to assist in maintaining efficient operations.

### Scope:

This policy applies to all personnel of the district.

### Policy:

It is the policy of the district to require attendance and punctuality on the part of its personnel in order to ensure the success and efficiency of district operations.

### Guidelines:

- A. Personnel are expected to report to work, drills, meetings, or other official district functions as scheduled, properly attired, and prepared to begin at the prescribed starting time, as well as after scheduled breaks.
- B. In the event that personnel are unable to report to work or expect to be late, they must personally notify their immediate supervisor as far in advance as possible, and no later than the scheduled starting time. If prior notification is not possible (i.e., due to an emergency or sudden illness), the personnel must notify the supervisor as soon as it is reasonable and practical.
- C. Notification of absence or lateness should include reasonable explanation of the circumstances as well as an indication of the expected date and time the personnel will return to work.
- D. Absences of more than one day must be reported daily.
- E. In the event that personnel are more than thirty minutes late reporting to work, without approval or previous notification, the supervisor will use discretion in determining whether or not the personnel shall work the remainder of the day.
- F. Personnel absent from work for one day or more without proper notification will be subject to disciplinary action in accordance with SOG #500.6, Corrective Action/Disciplinary Process. In the event that mitigating circumstances resulted in personnel's inability to provide contact with the district, the Chief may determine otherwise appropriate action.
- G. Excessive absenteeism and tardiness place an extra burden on fellow personnel, as well as the district as a whole. Therefore, personnel who

demonstrate problems with absenteeism or tardiness are subject to disciplinary action, up to and including termination.