

Attendance Policy

- 1.0 POLICY STATEMENT:** Dependable and prompt attendance is an essential function of every position at the City. The efficiency of the entire work group is impaired if every individual is not present when expected. We expect every employee to be at their designated work location on time, fully prepared, every day that the employee is scheduled to work. We expect every employee to strive for perfect attendance. Planned absences such as vacations shall be scheduled in advance. Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum. This policy contains minimum criteria. Departments may establish specific departmental rules with the approval of the City Manager.
- 2.0 PROCEDURES:** Normal business hours for the Municipal and Safety Building (City Hall) are 8:00 a.m. until 5:00 p.m. Any deviation from this schedule should be approved in advance by the City Manager.
- 2.1 Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved in advance by the employee's immediate supervisor.
- 2.2 Unplanned absences can be very detrimental to work place efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her supervisor at least 15 minutes prior to start of work. Employees are encouraged to check with their department if more notice is required. If this is not possible, a family member should alert the supervisor as soon as possible to explain the situation and indicate the expected date and time of return.
- 2.3 An employee should notify his/her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 15 minutes or more, an employee should call the supervisor immediately. Nonexempt employees who are late will have a pay reduction unless arrangements are made with the supervisor to make up time lost as a result of the tardiness within the same work week. Because of the variety of departments work schedules, employees should check with their supervisor for specific guidelines that apply in their department.
- 2.4 Employees who are frequently tardy or absent or who fail to follow approved departmental guidelines for notification are subject to disciplinary procedures up to and including termination.

3.0 RESPONSIBILITY: The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

Original: 08/08/1994
Revisions:

M. Denis Peterson
City Manager