



**City of Vernon, California
Human Resources Policies and Procedures**

Teresa McAllister

Director of Human Resources

[Signature]

City Administrator

Number: III-4 Effective Date: October 20, 2015

SUBJECT: TARDINESS POLICY

PURPOSE:

To establish uniform standards for all regular full-time and part-time employees for reporting to work on time under their established work schedule; and to establish a system to enforce these standards and guidelines.

POLICY:

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor on duty as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive to the workplace and may lead to disciplinary action, up to and including termination of employment.

A. Reporting to Work on Time

Employees are expected to report to their work station ready to commence work at the beginning of their established start time of their daily work schedule.

A violation occurs when an employee is not at his/her work station ready to commence work at their scheduled start time according to a specified work schedule as designated by employee's supervisor. Department supervisors are expected to monitor employee's violations based on the employee's approved work schedule, and to take corrective action in a timely manner.

Pre-approved temporary deviations from an employee's regular work schedule do not apply to this policy. An employee who wishes to begin or end work at a different time must obtain approval from his/her Department Head prior to working the different time.

B. Notification of Being Late to Work

An employee who anticipates being late to work is expected to notify their supervisor on duty before his/her scheduled start time or in accordance with established departmental policy established for organizational needs. The employee may not call and leave a message with another employee, but must

contact his or her supervisor or authorized designee on duty. If neither person is available, the employee should leave a message and contact the next person in their chain of command or follow departmental procedures. If the employee is not at his/her workstation ready to begin work at his/her designated start time, and has not called his/her supervisor, or designee, on duty, this will be considered an unexcused tardiness. Poor attendance and excessive tardiness are disruptive to the workplace and may lead to disciplinary action, up to and including termination of employment.

Employees are to adhere to all applicable laws regarding the use of mobile phones while driving. Should an employee be unable to call, employee shall notify his/her supervisor immediately upon arrival.

When an employee is late, they are required to submit a leave request form to deduct the time from any appropriate accrued time. However, a Department Head at their sole discretion may approve altering an employee's work schedule to make-up such time by working later, taking a shorter meal break, or making up time on another day within the pay period.

While exact hours are not tracked for FLSA exempt employees, they are still expected to comply with this policy. Please refer to Hours of Work Policy II-4 and exempt payroll reporting procedures.

C. Tardiness Violations

Department Heads and managers/supervisors are responsible for enforcing the Tardiness Policy in their areas of responsibility. This includes documenting incidents related to tardiness, monitoring situations to determine abuses, taking appropriate and timely action, and counseling employees who display excessive tardiness. Subsequent violation of this policy may lead to progressive discipline, up to and including termination. Requests for advice and assistance in administering or interpreting this policy should be directed to the Human Resources Department.

PROCEDURE:

Responsibility	Action
Department Head	1. Approves authorized work schedules
Employee	2. Reports to work station ready to commence work at the beginning of their scheduled start time. 3. Notifies supervisor, or designee, of anticipation of being late to work.
Supervisor/Manager	4. Documents and maintains records of late violations of employees under his/her supervision.

Department Head

5. Counsels employee informally on employee's first occurrence.
6. Prepares written notices of excessive late violations, to include review of attendance record, discussion of problem areas, and a statement of consequences if further violation of policy continues.
7. Informs employee of corrective action needed.