



Approved:

**City of Commerce, California
Human Resources Policy and Procedure Manual**

Teresa McAllister

Director of Human Resources

[Signature]

City Administrator

Number: III-6 Effective Date: 10/19/10

SUBJECT: TARDINESS POLICY

PURPOSE:

To establish uniform standards for all 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 and either may lead to disciplinary action, up to and including termination of employment.

1. 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 or 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 timely.

Pre-approved temporary deviations from an employee's regular work schedule do not apply to this policy.

2. Notification of Being Late to Work

An employee who anticipates being late to work must notify their supervisor on duty at least fifteen (15) minutes before his/her scheduled start time. The employee may not call and leave a message with another employee, but must contact his/her

supervisor on duty or leave a message on his/her supervisor's voice mail. If the employee is not at his/her workstation ready to begin work at his/her designated starting time, has not called his/her supervisor 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.

3. Unexcused Tardiness Violations

During any *rolling twelve (12) month period, action shall be taken as follows for unexcused tardiness in reporting to work:

First Occurrence:	Counseling and policy reminder. (A written record indicating that this step has occurred should be placed in the employee's departmental file)
Second Occurrence:	Verbal Warning
Third Occurrence:	Written Reprimand
Fourth Occurrence:	Temporary demotion equal to a one step (5%) reduction in pay rate until the equivalent of eight (8) hours pay has been forfeited.
Fifth Occurrence:	Temporary demotion equal to a one step (5%) reduction in pay rate until the equivalent of twenty-four (24) hours pay has been forfeited.
Sixth Occurrence:	Temporary demotion equal to a one step (5%) reduction in pay rate until the equivalent of eighty (80) hours pay has been forfeited.
Seventh Occurrence:	Termination

*Rolling – means that each incident that is older than (12) twelve months reduces the disciplinary action by (1) level.

PROCEDURE:

Responsibility

Action

Department

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 of anticipation of being late to work, or need to leave early.

Supervisor

4. Documents and maintains records of late violations of employees under his/her supervision.

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 consequence.

Department Head

7. Approves formal notices of excessive late violations and corrective action.

8. Informs employee of disciplinary action being taken.

Human Resources Department

9. Places notices and/or disciplinary action in employee's personnel file.