



Approved:

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

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Director of Human Resources
[Signature]

City Administrator

Number: III-8 Effective Date: 07/01/2015

SUBJECT: ABSENTEEISM 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. Notification of Absenteeism

Should a situation arise that will cause an employee to be unable to work as scheduled, the employee should notify his/her supervisor on duty preferably at least one (1) hour before, but in no case later than 30 minutes before his/her scheduled start time. If the employee has not called 30 minutes before his/her regular start time, the absence will be considered unexcused. The Department Head or designee has the discretion to determine whether the reason for the late notification is legitimate so as not to constitute an infraction. The employee may not call and leave a message with any other employee, but must contact his/her supervisor on duty or leave a message on his/her supervisor's voice mail. If the employee expects to be absent for more than one schedule work day, the employee must let his/her supervisor know how long he/she expects to be absent.

The above provisions shall apply unless otherwise specified in a written department policy that has been approved by the City Administrator. This must be done so that work schedules can be arranged to fill the vacancy created by employee's absence.

2. Unexcused Absenteeism Violations

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

First Occurrence:	Written Reprimand
Second Occurrence:	One step (5%) reduction in pay rate until the equivalent of twenty-four (24) hours pay has been forfeited.
Third Occurrence:	One step (5%) reduction in pay rate until the equivalent of eighty (80) hours pay has been forfeited.
Fourth 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. Notifies supervisor of inability to report to work at least 30 minutes before scheduled start time.

Or

Notifies supervisor of inability to report to work in accordance with written departmental policy that has been approved by the City Administrator.

Supervisor

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

Department Head

4. Approves formal notices of absenteeism violations and corrective action.

5. Informs employee of disciplinary action being taken.

Human Resources Department

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