



Approved:

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

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Director of Human Resources
[Signature]
City Administrator

Number: III-9 Effective Date: 9/20/11

SUBJECT: JOB ABANDONMENT 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: If an employee is absent without notifying his/her supervisor for three (3) consecutive scheduled work days (except in extraordinary circumstances), it will be understood that the employee has quit without notice, and he/she will be automatically terminated.

If the terminated employee believes that an extraordinary circumstance has occurred, he/she may appeal the termination decision to the Human Resources Director as outlined in the disciplinary appeal procedures.

PROCEDURE:

Responsibility

Action

Department

1. Approves authorized work schedules.

Supervisor

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

Department Head

3. Approves formal notice of job abandonment and notice of termination.

4. Informs employee of disciplinary action being taken.

Employee

5. May appeal the termination decision in accordance with the disciplinary appeal procedures.