City Personnel Policy

ATTENDANCE

POLICY: 702

Council approval: ~~03/29/2010~~ # Pages: 3

POLICY:

~~The City provides a sick leave benefit for the purpose of protecting the income of those employees who are unable to work due to illness or non-job-related injury. The fact that such a benefit is provided does not relieve the employee of the basic job requirement that he/she be highly dependable; nor, does it relieve the employer of the responsibility to administer the sick leave program in a manner which is consistent with acceptable business practices on behalf of the public.~~

The City of Council Bluffs endeavors to hire only that number of employees that are essential to the operations of the City. Since each job is necessary to ensure the proper functioning of the City, every employee must be depended upon. ~~Habitual absenteeism is considered to be a serious problem which brings into question the dependability of an employee and corrective action must be taken by the City to reduce and/or eliminate such problems~~.

The City recognizes that unscheduled absences and ~~tardies~~tardiness due to sickness or emergency are ~~–~~sometimes beyond the control of the employee. The City does, however, expect ~~a reasonable degree of regularity in~~regular and predictable attendance of all who work here, and corrective or disciplinary action up to and including termination will be taken for failure to comply with the City's attendance standards as outlined below.

APPLICABILITY:

All employees.

~~Tardy: a tardy is defined as reporting to work after the designated start time at the beginning of the work shift or reporting late after designated lunch and break times. A tardy may be scheduled/pre-approved or unscheduled/not approved. See above definitions.~~

PROCEDURE:

1. The Human Resources Department will maintain the payroll and timekeeping system. ~~records as to the number of days absent for each employee. This attendance record will become a permanent part of the employee's work record.~~

Employees are expected to notify their manager of planned absences (i.e. doctor appointment, family event) as soon as it becomes known so that it can be considered for approval and staffing issues can be addressed. If the manager is unable to accommodate the employee's time off request, the employee is expected to report to work as scheduled.

Employees are expected to notify their manager by a communication method established by their manager

(i.e. telephone, voicemail message, or text message) before the start of their work shift for an unscheduled absence, such as an emergency or sickness. If a voicemail is left, the employee must leave a number in which the manager can contact them.

2. A pattern of excessive unscheduled absences may lead to disciplinary action up to and including termination. It is the responsibility of the employees' supervisor to notify the Human Resources department in the event that any employee is considered to be displaying a pattern of excessive unscheduled absences. In the event records are needed to determine a pattern of excessive unscheduled absences, please contact the Human Resources Department. Based on each employee's attendance record, and to assure consistency throughout the City, the following steps in the Attendance Policy will be taken:

Step 1.

Step 12. Any employee who utilizes 24 hours of sick leave and tardies, or 48 hours of sick leave in the Fire Department, in any one calendar quarter will receive official notice from the Human Resources Department of his/her sick leave record.

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~~A copy of said notice will be provided to the department head. This is an informational notice and not a reprimand.~~

~~Step 32. Any employee who utilizes 32 hours or more of sick leave and tardies, or 72 hours or more sick leave in the Fire Department, in any 2 consecutive calendar quarters shall receive a review of his/her sick leave record with his/her Department head or a designated representative who may take corrective action up to and including written reprimand.~~

~~Step 43. Any employee who utilizes 72 hours or more sick leave and tardies, or 120 hours or more sick leave in the Fire Department, in any four consecutive calendar quarters shall receive a review of his/her sick leave record with his/her Department head or a designated representative who may take corrective action up to and including dismissal.~~

~~* Note: For purposes of notification required in Steps 1 – , an absence which spans more than one calendar quarter shall be counted in the calendar quarter in which the absence began.~~

~~Employees missing 24 hours, or 48 hours in the Fire Department, during the first six months of employment are subject to .~~

2. ~~A~~Any ~~a~~absence resulting from the employee being hospitalized, an absence due to an on-the- job injury, Family Medical Leave, Military Leave, an approved leave of absence, funeral leave, and suspensions will not be utilized in ~~Steps # through #~~evaluating regular and predictable attendance for disciplinary action.. Additionally, any absence pursuant to the order of, or excused by, a licensed medical doctor shall not be utilized in evaluating regular and predictable attendance for disciplinary action provided that documentation of such doctor's order or excuse is given to the Human Resources Department within 24 hours of returning to work. Such documentation may also be given to the employee's immediate supervisor so long as it is forwarded to the Human Resources Department within the 24 hour timeframe.

~~3.~~ However, ~~these~~ any absence~~s~~ pursuant to this paragraph shall remain a part of the work record and may be reviewed by the department head with the employee when the frequency, duration and/or reasons for such absence call into question the employee's dependability or availability for work.

Chronic illness and/or repeated hospitalizations which adversely affect the employee's ability to perform regular duties shall be reviewed~~will be dealt with~~ on an individual basis separately from the above mentioned situations. ~~Employees who have repeated absences due to illness may be asked to take measures to have their health problems corrected. If the health problem is not corrected, it may result in termination.~~

~~4. Employee absences designated as Family Medical Leave or Military Leave will not be considered in any disciplinary action review and will not be utilized in Steps #2 through #4 above.~~

~~5.~~4. Copies ~~of, or~~ /notice of~~,~~ all disciplinary action notices ~~written reprimands~~ concerning attendance shall be forwarded to the Human Resources Department to

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be placed in the original personnel file. Any Department Head considering demoting, suspending or terminating an employee due to violation of this policy shall communicate directly with the Director of Human Resources.

~~6. When a Doctor's Certificate is required, the standard form provided by the City shall be used. (see Appendix "A" F702-1, "City of Council Bluffs Doctor's Certificate Form")~~

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~~An employee may be required at any time to furnish a Doctor's Certificate at the employee's cost from the attending physician for any absence chargeable to sick leave:~~

~~A. For the purpose of verifying the nature of the illness or injury, or;~~

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B. Certifying the employee as able to return to work in the position held prior to the illness or injury.

7. The City may require a medical examination, at the City's cost, to ascertain or verify the physical or mental condition of an employee, where deemed necessary by the department head, for the proper conduct of City affairs.

8.5. Abuse or fraudulent use of sick unscheduled/not approved leave or fraudulent use of sick leave shall be cause for disciplinary action up to and including terminationwhich may include termination.

9. Any employee utilizing sick leave on five separate occasions, or three occasions in the Fire Department, within four consecutive calendar quarters shall be required to furnish a Doctor's Certificate indicating the nature of the illness each time the employee takes such leave. The employee will be required to follow this policy for one year. After one year, the employee's attendance record will be reviewed and a determination made as to whether he/she will be required to continue to furnish the Doctor's Certificate. A Doctor's Certificate shall also be required by the department head whenever an employee utilizes sick leave for an off-duty injury.

A Doctor's Certificate shall be required for a sick leave absence of more than two consecutive days (or one 24-hour tour in the Fire Department). Any illness extended further shall require a Doctor's Certificate each pay period thereafter to be submitted to the department head, who shall forward the original to the Finance Department. These requirements may be waived only by written consent of the department head. After completion of the processing of the Doctor's certificate by the Finance Department, the original documentation shall be forwarded to the Human Resources Department to become a part of the employee's permanent file.

6. *For information on Absence Without Leave (AWOL) also known as No Call No Show (NCNCS) see Policy 700.*

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