City Personnel Policy

ATTENDANCE

POLICY: 702

Council approval: 04/11/2022 # Pages: 2

POLICY:

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.

The City recognizes that unscheduled absences and tardiness due to sickness or emergency are sometimes beyond the control of the employee. The City does, however, expect 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.

PROCEDURE:

1. The Human Resources Department will maintain the payroll and timekeeping system.

   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.

   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.

2. Any 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 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.

However, any absence 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 on an individual basis separately from the above mentioned situations.

4. Copies of all disciplinary action notices concerning attendance shall be forwarded to the Human Resources Department to 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.

5. Abuse or fraudulent use of unscheduled leave or tardiness shall be cause for disciplinary action up to and including termination.

6. For information on Absence Without Leave (AWOL) see Policy 700.