



**HUMAN RESOURCE
POLICIES AND PROCEDURES**

Policy:	Attendance Policy	
Date: December 20, 2000	Revision Date: October 13, 2020, January 1, 2024	Approved by: Human Resources

I. PURPOSE AND SCOPE

To define and clarify the Eastern Municipal Water District's ("EMWD") policy and attendance standards, including absenteeism and tardiness. To provide guidelines for supervisors and managers to use when addressing cases of abuse and to further promote EMWD's goals of fairness and consistency by establishing EMWD-wide standards as it pertains to absenteeism and tardiness.

II. POLICY STATEMENTS

It is the policy of EMWD that employees report to work on time every scheduled workday. Unscheduled absences, late arrivals, and early departures must be kept to a minimum.

III. BACKGROUND

Unscheduled absences, late arrivals, and early departures could require adjustments in work assignments and could affect the ability of the District to meet its service requirements. Unpredictable attendance is particularly detrimental to planning and organizational efficiency and employee morale. To minimize the disruptions resulting from unscheduled and excessive absences and tardiness, EMWD utilizes three approaches.

Attendance and punctuality will be evaluated over a rolling 12-month period. To effectively implement this policy, quarterly meetings with each employee may be used to inform each employee of their performance with regard to attendance and tardiness. A written record of each meeting will be created and inserted into the employee's personnel file. A current record of punctuality and attendance occurrences shall be maintained by the employee's supervisor. Each employee shall have the right to inspect their individual record.

IV. DEFINITIONS

A. Tardiness

Tardiness is a failure of an employee to report to their designated work location, or place of assembly, and be ready to work at their designated scheduled start time, or when an employee is tardy in returning from breaks or meal periods. Management shall notify each employee in writing as to where their designated work location (or place of assembly) shall be for the purposes of this policy. Any tardy greater than one (1) hour will be considered an unscheduled absence occurrence.

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B. Unscheduled Absence

An unscheduled absence is defined as when an employee does not report to work within one (1) hour of their designated scheduled start time or leaves work early due to personal reasons and without prior notice. This definition is subject to Section 5.D. Exceptions.

Notice requirements established by the department head (Director, AGM) will be provided in writing to all employees in the department. Exceptions may be allowed by the immediate supervisor in cases of emergency or other circumstances necessitating shorter notification.

C. Unacceptable Patterns

A pattern of unscheduled absence exists when an employee's absences occur with a common factor (day of week, day before/after holiday etc.).

D. Occurrences

Occurrences are considered to be a single event of unscheduled absence, such as one (1) workday, one (1) tardy, or one (1) instance of leaving work early without prior notice, as defined above.

V. NOTIFICATION REQUIREMENTS

A. Tardiness

As soon as an employee realizes they will not arrive at or return to work within five (5) minutes of the established time, they are expected to notify their supervisor or another departmental supervisor or manager of the tardiness and indicate when they expect to arrive. If the employee is unable to arrive at work at the time previously indicated, additional notification to the supervisor is required.

Understanding situations arise (traffic, weather conditions, etc.), the goal is to regularly report to work on schedule. An employee may make up to thirty (30) minutes of missed time resulting from tardiness, at the approval of the department manager and within department guidelines.

Any time missed due to tardiness not made up in this manner will be considered "unscheduled" and 0.5 hours will be charged as Paid Time Off (PTO) or no pay (if employee has exhausted accruals). However, any excess tardiness, or patterns of tardiness will be brought to the employee's attention. A discussion between the manager/supervisor and the employee regarding ways to improve punctuality may ensue.

B. Scheduled Absence/Leave of Absence

Department head (Director, AGM) requirements for advanced notice (not to exceed seven (7) calendar days) will be established and provided in writing to all employees in the department. Exceptions may be allowed by the immediate supervisor in cases of emergency or other circumstances necessitating shorter notification.

Employees must receive approval from their supervisor for time off prior to commencement of leave.

It is the responsibility of the supervisor to provide a written response to a request for PTO, floating holidays, or other types of leaves of absence within two (2) working days of receipt of the request.

C. Unscheduled Absence

An employee required to leave work prior to the end of the work shift because of an emergency must notify their supervisor before leaving the premises. If their supervisor is unavailable, another departmental supervisor or manager must be notified.

1. Except in the case of emergency, employees must make contact with, and inform their department head, supervisor, manager, or designated individual, of their illness or injury no later than fifteen (15) minutes after the start of their work shift on the first day of absence from work to avoid disciplinary action as may be deemed appropriate by the General Manager. If the employee is unable to return to work at the time previously indicated, additional notification to the employee's department head or supervisor is required. Unless otherwise directed in writing by the department head, contact may be by telephone, voice mail, or e-mail. If contact is by e-mail or voice mail, the following information is required: a valid call-back phone number; times the employee is available to be contacted; status of work projects; and how the time off is to be coded.
2. If the employee knows they will be absent longer than one (1) day, and when initial notification is provided, they include notice of consecutive absences immediately following the unscheduled day/tardy, this instance will only count as one occurrence, rather than one occurrence for each day absent/tardy (e.g., the unscheduled absence occurs on day one, and the employee provides notice they will also be out a second day. In this instance, the first day would count as an occurrence, but the second day would be considered a scheduled absence for purposes of this policy).
3. Absences continuing beyond the first day require daily notification (unless advance notice was provided with initial notification) as indicated above unless a written off work order is provided by the treating professional specifying when it is expected the employee will return to work.
4. Absences due to the employee's illness or injury, or that of an immediate family member, that continues for more than three consecutive days, requires a written "off work" and "return to work" order from the treating professional.

D. Disciplinary Action

1. Tardiness, within a rolling 12-month period, will be addressed by the supervisor with the employee on the day of the occurrence, or as soon as practical within two (2) business/working days in which both the supervisor and employee are present; or it will not be counted as an occurrence. Continued occurrences of tardiness will be addressed through EMWD's progressive Discipline Policy.
2. Unscheduled absences, within a rolling 12-month period, without proper notification as outlined in Section IV above should be addressed with the employee by the supervisor upon return to work following the unscheduled absence. Continued occurrences of unscheduled absences without proper notification will be addressed through EMWD's progressive Discipline Policy.
3. Unacceptable Absence/Punctuality Patterns
 - a. It is the manager's or supervisor's responsibility to monitor absence/punctuality patterns of their employees.

Examples:

- i. A pattern of unscheduled time off on Fridays or Mondays or following or preceding other consecutively scheduled days off.
- ii. Unscheduled time off after denial of a request for scheduled time off.
- iii. A pattern of unscheduled time off on the first workday following payday.
- iv. Unscheduled time off before/after office closure (i.e., holiday) or approved PTO.

Continued occurrences of absenteeism patterns will be addressed through EMWD's progressive Discipline Policy.

Review of standards and performance action plan should be utilized prior to reaching the maximum number of occurrences within a 12-month review period to allow the employee the opportunity to meet attendance standards before initiation of any progressive disciplinary action. A performance action plan is a written plan of actions that will be taken to help the employee to be able to meet the attendance standards.

Regular Status Full Time Employees

Procedure /Action Taken			
	Review Standards with Employee	**Performance Action Plan	Continue District’s progressive Disciplinary Policy contained in Ord. 30, as amended
Attendance Occurrences within rolling 12-month review period	6 - 7	8 -9	10 or More
Punctuality Occurrences within rolling 12-month review period	7 – 8	9	10 or More

E. Exceptions:

An employee with a late arrival resulting from an emergency or other unforeseen circumstance may be tardy without it counting as an occurrence unless this is part of a pattern of abuse, as referred to in Section 3 above. With supervisory approval, an employee may be released from work due to an unforeseen emergency or illness occurring during the workday without it being counted as an unscheduled occurrence. These exceptions are not available to employees counseled during the previous 12- month period regarding punctuality or attendance concerns.

VI. PROTECTED LEAVE

EMWD and the Union agree to conform to the requirements of both State and Federal Family Leave Acts as described in the District’s current Family and Medical Leave Policy.

Absence or tardiness resulting from an approved leave of absence pursuant to the leaves listed below are exempt from disciplinary action as long as required notice is provided in a timely manner pursuant to EMWD policy and procedure.

- California Kin Care
- School/Childcare Provider Activity
- Family Medical Leave Act
- California Family Rights Act
- Pregnancy Disability Leave
- Pregnant Workers Fairness Act
- Military Leave
- Military Spouse/Registered Domestic Partner Leave
- Disability Accommodation Leave
- Bereavement Leave

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- Crime Victim Leave
- Organ/Marrow Donation Leave
- Time Off to Vote
- Volunteer Firefighter, Reserve Police Officer, Emergency Rescue Personnel Leave
- Civil Air Patrol Leave

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Examples - Attendance Tracking Sheet:

Employee Name:

U: Unscheduled		T: Tardy		P: Protected Leave									
Review Period:													
Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Comments
1													
2													
3													
4									Tues				Sick. Day after Memorial
5													
6				T									Tardy 10 minutes/ flat tire
7												Fri /	Sick. Scheduled off
8						Fri/							Sick. Scheduled off
9													
10													
11													
12													
13											Tues		Sick. Day after Veterans
14													
15		T											Tardy/flat tire
16													
17													
18													
19													
20													
21													
22													
23								T					Tardy/ flat tire
24													
25													
26													
27													
28													
29													
30													
31													
Month													

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Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Comments
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
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27													
28													
29													
30													
31													
Month total													

AUTHORIZED SIGNATURES ON FILE