P4026.1 ATTENDANCE STANDARDS FOR CLASSIFIED EMPLOYEES NOT COVERED BY A NEGOTIATED AGREEMENT

BOARD POLICY:

All employees are expected to be regular in attendance and to be at their assigned work stations through the duty day. When it is necessary for an employee to be absent, the employee is expected to submit the proper absence request in accordance with established procedures.

The purpose of the Attendance Standards are to provide guidelines to supervisors concerning classified employees who are not covered by a negotiated agreement and who are approaching or in deduct status pertaining to the use of temporary leave.

It is the employee's responsibility to be aware of how many temporary leave hours they have accumulated and have remaining.

Administrative Implemental Procedures:

1. Temporary Leave Balance Under Forty (40) Hours
   a. An "awareness letter" will be sent to the employee who has forty (40) hours of temporary leave remaining. The goal is to notify the employee as close to forty (40) hours as possible-realizing that due to hours missed this awareness letter may not be issued at exactly forty (40) hours of temporary leave remaining. The "awareness letter" is electronically sent to the employee and the employee's supervisor based on the hours in the Human Resources Information Systems system (currently PeopleSoft). This is not a disciplinary conference. The documentation of this conference will be kept in the supervisor's file for five (5) years.
   b. Employees who have been in deduct status previously within the prior five (5) years of employment will move to the progressive disciplinary actions for attendance when they have a temporary leave balance under forty (40) hours.

2. Deduct Absences
   a. An absence is considered to be in deduct when the employee does not have enough temporary leave hours available to cover all hours that they were absent for that shift and the employee does not qualify for any other approved leave.
   b. Any protected absence approved by Employee Benefits is considered exempt and will not be included in calculation or application of this rubric.
   c. A deduct absence that shall be considered as exempt from the rubric must also be approved by the Chief Human Resources Officer.

3. Progressive Disciplinary Actions
   a. When an employee is in deduct status for the first time since employment they will receive a written warning. ~~with a mandatory referral to the Employee Assistance Program~~Additional resources can be provided to the employee by the direct supervisor regarding EAP (Employee Assistance Provider). The second deduct absence will result in the employee being placed on a ninety (90) day probation for attendance. The third absence in deduct will result in termination.
   b. Employees who have been in deduct status previously within the prior five years of employment will receive a written warning ~~with a mandatory referral to the Employee Assistance Program~~ when they have a temporary leave balance under forty (40)

hours. Additional resources can be provided to the employee by the direct supervisor regarding EAP (Employee Assistance Provider). The first deduct absence will result in being placed on a ninety (90) day probation for attendance. The second deduct absence will result in termination.

c. Supervisor will notify Human Resources before proceeding with disciplinary actions for deduct absences.

d. A formal disciplinary conference requires the supervisor to give written 24-hour notification to the employee. The employee has the right to bring representation of their choice to the conference. A signed copy of Personnel Conference Summary is to be sent to Human Resources.

e. When an employee is on probation for attendance, a defined absence is: a no call, a late call, (meaning past the timeframe in which the employee is slated to call in to report an absence), no shows, tardies, leaving early without permission, and non-exempt absences.

	Paid leave balance under 40 hours	Deduct absence #1	Deduct absence #2	Deduct absence #3
Level A Employee is in deduct status for the *FIRST* time since employment OR it has been at least 5 years since the employee has been in deduct status.	Awareness Letter (Letter A)	Written Warning ~~and EAP referral~~ (PCS A1)	90 day Probation for attendance (PCS A2)	Termination (PCS A3)
Level B Employee has a temporary leave balance under forty (40) hours, and has been in deduct status in one of the previous 5 years of employment.	Written Warning ~~and EAP referral~~ (PCS B1)	90 day Probation for attendance (PCS B2)	Termination (PCS B3)	

Administrative Responsibility: Human Resources
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