

Title: Attendance and Punctuality  
Policy Number: 601  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County employees are accountable to the public they serve. It is therefore the policy of Pottawattamie County to require employees to report for work punctually and to work all scheduled hours and any required overtime. Every employee's attendance at work is essential. Frequent tardiness, poor attendance, frequent work absences, or abuse of sick leave disrupt work flow and productivity and will not be tolerated.

Definitions:

Unauthorized Absence:

An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

Tardy:

A tardy is defined as reporting to work after the designated start time at the beginning of the work shift or reporting to work late after designated lunch and break times.

No Call/No Show:

A no call/no show is defined as failure to report to work or reporting late to work thirty (30) minutes or more without calling the supervisor or as otherwise determined by the Department Head.

Comments:

- (1) Department Heads and/or Supervisors should notify employees of their starting, ending, and break times during their normal work day. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.
- (2) Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early during their workday. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. If the supervisor is unavailable, notification should be made to the Department Head or designee. Failure to adhere to departmental notification procedures of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action beyond point accrual.

- (3) As allowed by law, employees shall not be paid for time missed due to late arrival if the time missed exceeds five (5) minutes after starting or before quitting time unless written approval to utilize paid leave is received from the Department Head or designee.
- (4) Employees who are delayed in reporting for work more than thirty (30) minutes and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day and may be subject to disciplinary action beyond point accrual. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees, who report for work in a condition considered not fit for work as determined solely by the Department Head or designee, whether for illness or any other reason, will be sent home. Utilization of appropriate paid leave for this type of circumstance shall be determined by the Department Head.
- (5) Employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness or unauthorized absence.
- (6) Employees must report to their supervisor after being absent, give an explanation of the circumstances surrounding their absence, and, when applicable, certify that they are fit to return to work. Failure to notify the supervisor of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action beyond point accrual.
- (7) Employees must obtain permission from their supervisor in order to leave the County premises during working hours. In addition, employees who are frequently away from their work area for business reasons should inform their supervisors of their whereabouts during working hours.
- (8) Employees who are absent from work for three (3) consecutive work days without giving proper notice to the County may be considered as having voluntarily resigned. At that time, the County will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.
- (9) Unauthorized or excessive absences or tardiness may result in disciplinary action beyond point accrual. Pottawattamie County may utilize a point system in regard to tardy and "no call, no show" absences. This is at the option of each Department Head. The Department Head will notify all of his/her employees if it is determined that the point system will be utilized for these type of absences. If the point system is utilized, the following shall apply and employees will be notified of points accrued with the attached form.

(a) Employees will be charged points for absences in accordance with the following:

- Each late in (tardy) or early out, 5 minutes or more 1 point
- 3 late in (tardy) or early outs of 2 - 4 minutes within a pay period ½ point
- Each “no call, no show” for work 5 points

Employee shall be notified in writing when points have been accrued. The notification shall include the points charged, the reason for the points and the total number of points accrued to date. An employee who wishes to contest points charged, shall direct their questions to their Department Head.

It is important for employees to understand that excessive tardiness is unacceptable and may be cause for disciplinary action. If an employee reports to work one (1) minute late on a regular basis, he/she may not accrue points however, the behavior is unacceptable and the employee may be subject to progressive discipline.

(b) Employees will receive disciplinary action for points accrued in accordance with the following:

- 4 points Oral Reprimand
- 6 points Written Reprimand
- 8 points 1 day suspension
- 10 points 3 days suspension
- 12 points 6 days suspension
- 14 points & above Termination recommendation

Points will automatically accrue according to policy and shall be based upon a “rolling” twelve (12) month period. The “rolling” twelve (12) month period is measured backward from the date of point accrual. Points will be removed one (1) year from the date accrued.