



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Attendance and Punctuality
INITIAL EFFECTIVE DATE	February 22, 2016
LAST REVISION DATE	Replaces <i>Section 13.2, 14.5, 14.8 and 14.9</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	10.03

OBJECTIVE To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. This policy outlines procedures for employees’ attendance and punctuality.

SCOPE This policy applies to all employees of the City of Watauga.

POLICY

Absenteeism and tardiness are disruptive and place a burden on the City and on coworkers. Excessive absenteeism and tardiness may lead to disciplinary action, up to and including termination of employment.

A. Work Schedule

Employees are expected to be at their work stations and ready to work at their scheduled start time. Full-time employees of the City normally work eight (8) hours per day within a five (5) day work week (Monday-Friday) for a total of 40 hours per week. As approved by the Department Director, employees in some departments may have different work days and hours. Schedules may vary for Fire, Police, and part-time employees.

B. Reporting Tardiness or Unscheduled Absence

In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, employees must personally notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. They must disclose to their supervisor the reason for the absence or tardiness as well as the date and time of their anticipated arrival.

For absences of a day or more, employees must personally notify their supervisor on each day of an absence unless their supervisor expressly waives this requirement. If an employee is unable to contact their supervisor, the employee should notify the Human Resources Department. An employee who fails to properly notify their supervisor in advance of an absence or tardy will be subject to disciplinary action up to and including termination of employment.

C. Failure to Report for Duty

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization, or excuse shall be considered absent without leave and shall not be paid for the period involved. If an employee is absent from work for three (3) or more consecutive work days without making proper notification, this absence will be considered a voluntary resignation. If such a situation occurs, and the employee later returns to work with documentation proving that such absence was beyond their control and it was impossible to provide the necessary notification, then reinstatement may be considered.

D. Attendance Records

Department Supervisors and the Finance Department will maintain accurate records of employee attendance and accrued leave. Inquiries as to balance of leave should be directed to and handled by the Finance Department.

E. Return from Leave Documentation

An employee returning to work following any type of absence will complete or provide forms or certificates as may be required by their Department Head or the Human Resources Department. All employees returning to work after an absence due to an injury (on or off duty) are required to present a release for work from the Doctor.

F. Adjustment to Work Hours

In order to assure the continuity of City services, it may be necessary for Department Directors to establish other operating hours for their departments. Work hours and work shifts must be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule.