

VI. EMPLOYEE CONDUCT

N. ATTENDANCE

The City recognizes that a relationship exists between employee attendance/punctuality and performance. Attendance and punctuality are both components of employee dependability and dependability is an area that is evaluated during the Employee Performance Appraisal process.

In order to meet departmental goals and objectives and to maintain a safe and productive work environment, the City expects employees to be dependable and punctual in meeting their work schedule requirements. Unscheduled absences, late arrivals, and early departures are disruptive and put added burdens on other employees and additional cost to the city.

Sick Leave abuse can be defined as misrepresenting the actual reason(s) for charging an absence to sick leave, and may include chronic, persistent, or patterned use of sick leave. Indications of sick leave abuse may include but are not limited to:

- Persistent use of sick days the day before or after regularly scheduled days off.
- Persistent use of sick leave the day before or after a holiday.
- Consistently over organizations sick leave average on yearly basis.
- Persistent use of sick leave on the same day of the week or month.
- Patterned use of sick leave on, or the day after payday.
- Use of most or all of accrued sick leave, absent mitigating circumstances.
- Visual observation of an employee's activities while on sick leave which indicate that he/she is not using sick leave properly; i.e. recreating or attending social functions.

Acceptable attendance standards shall be relayed to all employees by their supervisors and are generally defined as being at work, on time, every day that an employee is scheduled to work, and remaining at work for the full shift.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor per the procedures identified in [Section III-D3](#) of this handbook and/or per departmental work rules.



Attendance is an employee responsibility. Unacceptable performance in the area of dependability shall be documented by the employee's supervisor and may impact an employee's performance review. An employee not meeting acceptable attendance standards shall be counseled by their supervisor on the disruptive effects of poor attendance and/or excessive tardiness. Disciplinary action may be taken, up to and including termination of employment.