



Human Resources Policies and Procedures

Policy Title: Attendance and Dependability	Policy Number: 3.11
Effective: October 30, 2005	
Supersedes: 1988 Rules and Regulations #28, p.30	
Approval: <i>Carl L. Robinson</i>	Page 1 of 4

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

- 2.1 To set forth guidelines in addressing attendance and dependability problems.
- 2.2 To establish the requirement that each employee work the hours scheduled for his or her position as a normal condition of work.

3.0 Policy

- 3.1 Good attendance and timeliness are vital to the effectiveness of the City's operations. Whenever someone is absent or tardy the workload must be shifted to others or in some cases left until the worker returns. Frequent absences and tardiness increase the workload burdens and diminish the ability to meet goals.

DISCLAIMER

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- 3.2** The City of Ann Arbor recognizes an occasional unscheduled absence or reporting to work late is unavoidable. You should inform your supervisor or designee of your absence or tardiness before your scheduled starting time in accordance with Unit Specific Policies. If your supervisor is unavailable, you must contact your Service Unit Manager or Service Area Administrator. Failure to make timely notification will result in lost pay (for non-exempt employees) and may be grounds for disciplinary action.
- 3.3** Employees may, at the sole discretion of management, be allowed to work additional hours beyond normal quitting time, or before normal starting time, for the purpose of making up time lost due to tardiness or unscheduled absences.

4.0 Responsibility

- 4.1** Management is responsible for informing each employee of the appropriate call-off procedures. The call-off procedure should establish when and whom employees should call if they are going to be absent or late.
- 4.2** Management is responsible for maintaining work schedules, approving recorded hours worked, authorizing leaves, and approving reported hours for pay.
- 4.3** As management implements this policy, they should review the relevant contract language for the employee's bargaining unit.
- 4.4** Management is advised to develop and communicate to employees unit guidelines which indicate both the needs of the unit and the importance of timely and regular attendance.
- 4.5** An employee is responsible for notifying his supervisor of his or her absence each day of the absence and advising when he or she will report back to work unless he or she is physically unable to do so.

5.0 Definitions

- 5.1 Tardiness-** Failure to report for duty at the time scheduled and/or failure to return to duty promptly at any point during their normal schedule.
- 5.2 Unauthorized Leave-** Failure to report an absence of any duration according to City procedure OR being absent from work without proper authorization.

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- 5.3 Excused/Approved Absence-** An absence that has been presented to and approved by management.
- 5.4 Unexcused/Unapproved Absence-** An absence that is not approved by management.
- 5.5 Job Abandonment-** Any employee who does not report to work for three consecutive days and does not notify his/her manager of such an absence.

6.0 Procedures

- 6.1** Employees will not be allowed to apply paid absence benefits to unexcused/unapproved absences.
- 6.2** It is the employee's responsibility to report their inability to report on time or for the entire shift.
- 6.3** Employees are to call personally. Calls from friends or relatives are not appropriate unless the employee is incapable of using the telephone.
- 6.4** It is the employee's responsibility to report their inability to work daily. The only exception to this is when the employee has obtained medical verification from work and notifies his or her supervisor of the date they are released to return to work. Employees must inform their supervisor in advance if released with restrictions. Management will determine if restriction accommodations are possible.
- 6.5** If you leave the workplace as the result of illness, emergency, or other unforeseen problems, you must contact your supervisor to secure leave approval. In the event that your supervisor is not available, you should notify your Service Unit Manager. You must explain your reason for leaving and a phone number where you can be reached to answer questions that may result from your departure.
- 6.6** Management may take appropriate action when any of the following occur:
 - A. An absence occurs in conjunction with holidays or other days off;
 - B. Absences on scheduled weekends, Saturday, Sunday, or both;
 - C. Absence the day before and/or the day after a scheduled holiday or day off (Holiday pay may be withheld in such cases);

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- D. Absence the day after payday;
 - E. Calling in sick as rapidly as sick time is accrued, especially if used one day at a time; and/or
 - F. Coincidence of absence with desirable days off.
- 6.7** Management shall establish each employee's work schedule, as operational needs demand.
- 6.8** A non-exempt employee shall not receive pay for unexcused/unapproved absences.
- 6.9** An employee scheduled to work is expected to remain on the job performing the duties of the job until the completion of the final hour of the scheduled workday or work shift, unless otherwise approved by management.
- 6.10** Unexcused absences and excessive excused absences and tardiness are cause for progressive discipline up to and including discharge.
- 6.11** Job abandonment will be considered a voluntary resignation and employment will be terminated. Extreme circumstances may be considered and will be reviewed by management and Human Resources Services.

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