

SECTION 5.02 ATTENDANCE

Regular, and punctual attendance is an essential function of every job.

Jefferson County Board of Developmental Disabilities (JCBDD) shall establish daily, weekly, and monthly schedules and shall maintain employee attendance records. Attendance under this policy includes not only regular appearance at work but means following rules pertaining to breaks, lunches, meetings, etc.

Employees are expected to make all possible necessary arrangements outside of work hours which limit them from meeting this required commitment. This includes scheduling medical and dental appointments, as well as other personal business appointments, whenever possible, outside of scheduled working hours. Employees should not normally miss the entire workday for scheduled appointments.

To maintain accurate records of attendance, employees must accurately report when leaving the facility. Employees must ensure that timecards accurately reflect their attendance at work.

Employees are required to consistently maintain a phone number(s) on file with the Employer, including cell phone number(s) on file with JCBDD, where the employee can be reached. Employees are expected to respond to calls or contacts from their supervisors.

Violation of Policy

Absenteeism and tardiness shall not be tolerated. Employees are expected to consistently and timely report for work as scheduled. The approval of leaves as contained herein shall not render an employee immune from investigation or charges of absenteeism.

Employees may be disciplined for tardiness or absenteeism. The circumstances of the tardiness or absences will be subject to the individual employee or department. Patterned use, abuse or misuse of sick leave may also be the grounds for disciplinary action. Approval of sick leave will not preclude discipline if it is learned that there has been abuse or misuse.

Supervisory Responsibilities

Each supervisor of JCBDD should exemplify good attendance. It is the supervisor's responsibility to investigate employee attendance violations and to report such to the Superintendent or designee.