

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## **POLICY 3.04.08 TARDINESS AND ATTENDANCE**

(O.A.C. 123:1-31-03)

A. Staff attendance is a critical element in delivering quality services to individuals served by the Board. Staff absenteeism severely impairs the Board's ability to provide quality care by destroying the continuity of the programming and requires programming funds to be spent on substitutes and in payment of sick leave to absent employees. Absenteeism increases the workload of other employees and thus affects the quality of services being provided. Good attendance habits are encouraged and required.

B. Absence Reporting

Each staff member has regularly scheduled hours to work and it shall be his/her responsibility to be present on his/her job during these regularly scheduled hours.

1. When an employee is unable to report to work, he/she must notify his/her immediate supervisor using his/her department's written procedures. (All departments are required to have such a written procedure.) This notice shall not be any later than thirty minutes before the beginning of the normal workday, when possible. If such notification is not made the absence may be the employee may be disciplined. Discipline may include denial for the use of paid leave for the time in question.
2. Subsequent notification methods beyond the first day during a period of absence shall be determined by the immediate supervisor.
3. After returning to work following an absence, all necessary forms (leave requests, doctor's excuses, etc.) must be submitted to the employee's immediate supervisor with the employee's time sheet so that the absence can be approved. Return to work releases from medical practitioners must be presented to the supervisor before the beginning of the first workday upon the employee's return.
4. An 'unexcused' absence is one taken without notice or one for which the payment of available sick leave was denied for just cause. It is important that supervisors counsel a staff member when he/she is charged with an unexcused absence to ensure the staff member understands this policy and the consequences of its violation.

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## C. Frequency of Absences

1. Regular attendance is expected of all employees. A pattern of absences or frequent absences that affect the employee's ability to perform his/her essential job functions will result in disciplinary action. Absences must be verified by a physician's statement if requested by the Superintendent or the employee's supervisor.
2. An employee who develops a pattern of absences (Fridays or Mondays, pre- or post-holidays), tardiness or leaving work early will have his/her absences reviewed for possible abuse of sick leave or the attendance policy.
3. Any staff member who is absent without approved leave for two days, who fails to contact his/her immediate supervisor regarding his/her absence in a timely manner as outlined herein or fails to work as scheduled shall be subject to disciplinary action. Any staff member who is absent for three or more consecutive days may be required to have a signed physician's statement attesting to his/her fitness before being permitted to return to regularly scheduled work. However, the Superintendent and/or the Board may waive this requirement when extenuating circumstances justify such action.

## D. Schedule Changes

Employees, who work weekly, pre-determined schedules must report schedule deviations to their supervisors within one hour of the schedule change unless emergency conditions make it impossible or prior arrangements have been made with the supervisor. Frequent deviations or a pattern of schedule deviations may be subject to discipline.

## E. Tardiness/Early Departure

1. Employees are expected to arrive at work promptly and remain at work until the end of the day.
2. Tardiness/early departure is defined as late arrival at the employee's work location, early departure or overstaying scheduled lunch breaks by five minutes or more. An employee who will be late reporting to work must notify his/her supervisor via a telephone call to his/her department (each department shall have written procedures for reporting late). This notice shall not be any later than thirty (minutes

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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before the employee is scheduled to work, or as soon as possible during an emergency.

3. Any deviation from an employee's work schedule must be authorized by his/her supervisor in advance.
  4. Tardiness on a regular basis is inexcusable and shall not be tolerated. Excessive tardiness is grounds for disciplinary action.
- F. Employees shall be expected to maintain good records of attendance and timely appearance for work. Each employee is responsible for initiating the report of any incident of tardiness or absenteeism, which shall be recorded and made a part of the employee's personnel record. Excessive tardiness and absenteeism may be grounds for disciplinary action.
- G. Employees will be subject to the following discipline for accrued 'unexcused' absences during the period of one year, based on the hire date (at the beginning of each year, all employees will start at zero).

One Absence	Discipline:	Written Reprimand
Two Absences	Discipline:	Up to three (3) days suspension without pay.
Three Absences	Discipline:	Up to ten (10) days suspension without pay.
Four Absences	Discipline:	Possible termination from service.