




POLICY AND PROCEDURE STATEMENT

SUBJECT ATTENDANCE, TARDINESS, AND ABSENTEEISM	PAGE 1 OF 1	DATE EFFECTIVE JULY 1, 2018	
SECTION/POLICY NO. 5.08	APPROVED BY	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 MAYOR  VILLAGE ADMINISTRATOR  PERSONNEL/BENEFIT COMMITTEE	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE SECTION SIX		REVIEW DATE	
		DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village will establish attendance protocols.

PURPOSE:

- I. To have a uniform process for attendance.

PROCEDURE:

1. The Appointing Authority, Department Head or Immediate Supervisor shall establish work schedules and maintain daily employee's attendance records.
2. Tardiness shall not be tolerated. Tardiness is defined as any situation where an employee reports to work after his/her scheduled starting time. Whenever an employee is tardy, that employee's compensation shall be reduced corresponding to the amount of time he was late. Deductions of pay for tardiness shall commence five (5) minutes after the employee's starting time and apply retroactively to starting time.
3. It is important, for reasons of cost and employee morale that every effort be made to maintain the highest possible level of attendance. Absenteeism will occur, to some extent, in every organization; however, it must be controlled.
 - a. Management will take disciplinary measure with those employees who are excessively absent from work, or who are absent without justifiable reasons. Such disciplinary actions will be up to, and including, termination.
 - b. An absence of three (3) consecutive work days without proper notification will be just cause for termination.