

 <p>Orange County Sanitation District Personnel Policies</p>	Policy Number: 3.2
	Effective Date: September 26, 2018
Subject: Attendance	Supersedes: June 3, 2011
	Approved by: General Manager

1.0 PURPOSE

- 1.1 The purpose of this policy is to establish uniform guidelines and procedures for attendance.

2.0 ORGANIZATIONAL UNITS AFFECTED

- 2.1 This policy applies to all current employees regardless of their organizational unit.

3.0 DEFINITIONS

- 3.1 Tardiness occurs when an employee reports to work after the start time of an assigned work shift. Employees are expected to be at their assigned work location and ready to work at the start of the assigned work shift.
- 3.2 Absence occurs when an employee does not report to work for all or a portion of an assigned work day. An absence is considered unscheduled for nonexempt employees when it is requested within 23 hours of the start of an employee's work schedule.

4.0 POLICY

- 4.1 Prompt and regular attendance is required to maintain effective and efficient Orange County Sanitation District (OCSD)-operations. Therefore, all employees are expected to report to work as scheduled unless proper arrangements have been made to ensure that work flow, customer service needs, and business needs are met.

5.0 PROCEDURE

- 5.1 Supervisor's Responsibility. Supervisors are responsible for ensuring that employees observe OCSD's need for prompt and regular attendance. They are also responsible for providing counseling, as necessary, including referring employees to the Human Resources Department or Employee Assistance Program for help in dealing with medical, physical, or personal difficulties related to their attendance-causing performance deficiencies. All of the facts and circumstances surrounding an employee's inability to report for work should be considered in the counseling process, including the employee's performance, overall attendance, reasons for missing work, and prospects for improvement. While OCSD's need for prompt and regular attendance of all employees is of utmost importance, it is equally important to recognize individual employee needs in an impartial manner.
- 5.2 Notification. Employees must notify their supervisor of their inability to report for work as scheduled as far in advance as possible and in no case later than the regular start time. The notification of absence should identify the type of leave and an estimate of when the employee expects to be able to return. OCSD may require medical documentation of any

Temporary Policy Amendments in Response to the COVID-19 (Coronavirus) Pandemic Effective 3/25/2020 through 12/31/2020 or as soon as the national emergency is lifted.

absence due to illness or injury, particularly when there is an indication of abuse of time-off privileges. Employees must also notify their supervisor prior to leaving early from work unless other arrangements have been made and approved by management.

- 5.3 **Tardiness.** Tardiness is not acceptable from a performance standpoint and excessive tardiness may be the basis for discipline, up to and including termination. For timesheet reporting purposes, employees who are 15 or more minutes tardy to work will be required to use accrued time off to offset the time away from work unless other arrangements have been made and approved by management. Tardiness of less than 15 minutes shall not be deducted from the employee's pay but numerous occurrences may warrant disciplinary action.
- 5.4 Unscheduled time off will be properly recorded as such for nonexempt employees on the employee's timesheet. **Exceptions may be made if the unscheduled time off is relative to COVID-19.**

6.0 EXCEPTIONS

- 6.1 Negative impacts of an employee's attendance on the individual's performance or the operations of OCSD shall be addressed through the designated Performance Management Program and/or may be the basis for disciplinary action in accordance with Policy 5.1, Rules of Conduct.

7.0 PROVISIONS AND CONDITIONS

8.0 RELATED DOCUMENTS

- 8.1 Policy 5.1, Rules of Conduct
- 8.2 Policy 3.1.1, Hours of Work – Nonexempt Employees
- 8.3 Policy 3.1.2, Hours of Work – Exempt Employees
- 8.4 Policy 3.3, Leave of Absence with Pay
- 8.5 Policy 3.4, Leave of Absence without Pay
- 8.6 OCSD Performance Management Programs