

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: TIME AND ATTENDANCE
	NUMBER: EMP 8.0	REVISIONS: <u>1</u>	EFFECTIVE DATE:
	SUPERCEDES: <u>10/17/2011</u>	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:	
	A. Max Bacon, Mayor	Date	City Administrator

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PURPOSE: To inform all employees of work schedules and the critical need to avoid tardiness and/or excessive absences in the performance of their respective City jobs as well as to accurately and correctly report time worked during each work period.

STATEMENT OF POLICY

Our success in serving the citizens of Smyrna is based on the daily contributions of every City employee. Work schedules within departments are established based on the needs to deliver services to those served. Excessive absenteeism or tardiness not only interferes with the individual employee's contributions but also interferes with the contributions of his or her fellow employees in effectively and efficiently performing their jobs. Not adhering to the employee's approved work schedule, therefore, through either excessive absenteeism or tardiness, can lead to disciplinary action, up to and including termination.

The normal working hours for employees shall be as scheduled by the various Department Heads, with such schedule to be established so that the needs of the department to deliver services to the citizens are met. Any deviation from the normal schedule for the department or position shall require prior approval by the City Administrator. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. The meal periods should be scheduled to allow for continuous staffing of offices with at least one person, except where more personnel are required to be on duty.

The standardization of working hours is necessary to provide:

- a) Continuity in access by and service to the citizens.
- b) Facilitation of teamwork.
- c) Facilitation of supervisory assistance.

Occasions may arise when the service to the citizen can be improved through the adjustment of an employee's work hours.

Individual requests for adjustment of working hours for personal reasons must be evaluated in light of the effect on the criteria enumerated above.

An employee shall be considered tardy when reporting to his/her work station after the department's established beginning workday hour, or assigned shift hour, or upon returning from the employee's meal break.

Advance notice of anticipated absence or tardiness is expected; notice of unavoidable absence or tardiness is expected when possible. Failure to do so will be construed as an unexcused absence, and the day or time missed will not be paid.

In the rare instance when an employee cannot avoid arriving late to work or is unable to work as scheduled, he or she should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. The employee must discuss the delay with his or her immediate supervisor immediately upon arrival at work or as soon as the immediate supervisor is available.

If the employee is going to be absent from work due to illness, he or she should notify his or her immediate supervisor and/or department director as far in advance as possible but no later than 30 minutes after the beginning of the employee's scheduled work day or shift or as directed by specific departmental policy.

Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

~~Daily~~ Employee attendance records will be maintained through the City's timekeeping system by each department and reviewed/approved by the supervisors and department heads every payroll. Attendance records should include the date and time of each absence and the reason for each absence. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of probationary periods, and continued employment with the City.

Every employee's time record should clearly and accurately reflect the employee's actual hours worked (plus the amount and type of any leave taken) for the respective work period being reported. Failing to properly clock in or out, tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination.

Excessive tardiness or other attendance irregularities shall be cause for disciplinary action. This may take the form of progressive discipline. Excessive absenteeism and tardiness is defined as three (3) instances within a thirty (30) day period. Failure to report to work for three (3) consecutive days without notifying your supervisor is considered a voluntary resignation. Failure to return to work at the end of specified leave time may result in disciplinary action, including possible termination.

Hours for part-time and certain other employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate Department Head.