

NEW # 232

AC Transit

Policy No. 232**BOARD POLICY****ADMINISTRATIVE REGULATION**

Subject Category: ADMINISTRATIVE
PERSONNEL SERVICES

ATTENDANCE**BOARD POLICY:****I. PURPOSE**

To promote efficient and continuous operation of the District by establishing high standards of attendance and punctuality.

II. POLICY

Although individual work schedules may vary, standard business hours are from 8:30 a.m. to 5:00 p.m. in District Administrative Offices, Monday through Friday. It is the policy of AC Transit to require regular attendance and punctuality of its employees. To that end, each supervisor is expected to monitor and control tardiness and absenteeism. Each situation of excessive absenteeism and tardiness will be assessed on a case-by-case basis. If an employee exhibits either or both excessive absenteeism and/or tardiness, those issues shall be dealt with as an overall attendance problem. Patterns of sick leave abuse will also be identified and addressed. Nothing in this Procedure precludes the Department Manager's discretion to authorize adjustments of work schedules as required by the needs of the District.

III. DEFINITIONS

Absence: Any failure to be at work or remain as scheduled. (See page 5 of this Policy/Regulation for how to calculate absenteeism.) For purposes of calculating excessive absenteeism, absence does not include approved

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Amendment(s): _____

time off, if applicable, for compensatory time off, educational leave, funeral leave, holidays, jury duty, military leave, vacation, industrial injury or administrative leave. Normally, an excessive absenteeism review is triggered when an employee's absenteeism rate reaches or exceeds 5 per cent of available working hours.

Tardiness: Any time when an employee arrives at work after his/her normal starting time or returns late from a break or lunch. Normally, excessive tardiness occurs when an employee is tardy more than four (4) times within a three- (3-) month period.

ADMINISTRATIVE REGULATION:

IV. RESPONSIBILITIES

A. Reporting of Absence

Employees who are unable to report to work must notify their immediate supervisor or Department Manager. Whenever possible, the call should be made prior to the start of the normal work time. It is the employee's responsibility to insure that proper notification is given. Asking another employee, friend, or relative to give this notification is not considered proper except under emergency conditions.

An explanation must be given as to why the employee will be late or absent and a time indicated when he/she expects to report or return to work.

B. Monitoring Absenteeism/Tardiness

Supervisors are expected to maintain a record of an employee's attendance and occurrences of tardiness. Attendance and/or tardiness problems should be addressed as soon as a problem becomes apparent. However, at a minimum supervisors shall assess an employee's attendance and punctuality twice a year when an employee is given his/her performance evaluation. When an employee's absenteeism and/or tardiness becomes excessive, the supervisor shall enact positive-step discipline as follows:

Step 1. Oral Reminder

The supervisor reminds the employee of the importance of meeting acceptable standards of performance and behavior

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and counsels that the unacceptable behavior must be corrected. The supervisor will document the discussion and place it in the employee's personnel file.

Step 2. Written Reprimand

The employee is advised in writing that his/her attendance and/or punctuality is below standard and that continuation or repetition of that behavior shall result in more serious disciplinary action. An employee who receives a written reprimand has a right to submit a rebuttal to the reprimand. Both the reprimand and the rebuttal will be placed in the employee's personnel file. There is no right to appeal a written reprimand.

Step 3. Disciplinary Probation

1. In effect, a disciplinary probation is a final warning prior to a discharge recommendation. It gives the employee one last chance to correct his/her behavior. Normally, disciplinary probation should not exceed a period of three (3) months. However, if at any time during the employee's disciplinary probation it is determined that the employee is not demonstrating sustained improvement in her/his attendance, the employee may be recommended for immediate discharge notwithstanding the fact that the three-month probationary period has not elapsed.
2. If the employee has not been recommended for discharge prior to the expiration of the three-month probation period, a final assessment of the employee's attendance shall be made at the conclusion of the three-month period. A discharge recommendation should occur at the end of the probationary period unless the employee has demonstrated sustained improvement in attendance. See Policy/Regulation No. 256 for guidelines for discharge process.

Step 4. Discharge

An employee who does not satisfactorily correct and maintain his/her attendance and/or punctuality at an appropriate level shall be discharged. The decision to discharge an employee shall be made only after the steps set forth in Policy/Regulation No. 256 have been followed.

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V. PROCEDURES:

A. Standards of Attendance/Punctuality

Normally, when an employee's absenteeism rate equals or exceeds 5 per cent of available working hours within a six-month period, or within a shorter period with identified attendance problems, including but not limited to patterns of sick leave abuse, the supervisor should begin the step-discipline process. Normally, when an employee has been tardy more than four (4) times within a three- (3-) month period, the supervisor should begin the step-discipline process.

B. Disciplinary Action Due to Subsequent Deficient Performance

1. If an employee successfully completes his/her disciplinary probation period for poor attendance and/or punctuality, the employee will be informed by the immediate supervisor, Department Manager or Human Resources representative that, should the employee's attendance and/or punctuality be determined to be unacceptable at any time in the future, the employee may, at the discretion of the District and depending on the circumstances of each situation, be suspended, placed on probation, or recommended for immediate discharge.
2. Before any action as specified in paragraph 1 above is instituted, the employee's immediate supervisor or Department Manager shall consult with the Assistant General Manager of Administration.

C. Performance and Promotion Standards

AC Transit ascribes to high performance standards. Attendance and punctuality are considered in an employee's overall performance rating and as criteria for promotion. Employees whose records reflect poor attendance may be disqualified from promotion.

D. Calculating Absenteeism

Set forth below is an example of how to calculate absenteeism rate.

Hours Absent (Excluding the following, where applicable: compensatory time off, educational leave, funeral leave, holidays, jury duty, military leave, vacation, industrial injury or administrative leave) divided by total regular number of hours worked.

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The following is an example: An employee works 40 hours a week, totaling 2080 per year.

The employee has been absent for a total of 20 days during the last four months -- three (3) days for jury duty, two (2) days for funeral leave, and 15 sick days. The "countable" absent days are 15 (20 days less 2 days funeral leave and 3 days jury duty); 15 absent days = 120 hours (15 x 8). The regular number of hours worked is 640 (16 weeks x 40 hours); 120 hours divided by 640 hours = 0.1875, or almost 19 per cent. This employee's absenteeism rate is clearly over 5 per cent, and the appropriate disciplinary steps should be implemented immediately.

All absenteeism rate calculations and possible action taken as a result of such calculations must be verified with the contact position for this Policy/Regulation.

Contact Position: Human Resources Manager
Reference: Previously Management Procedure No. 214

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