



Policy:

Chatham Area Transit Authority is a public service entity, providing important and valuable services to people. In order to accomplish this mission, it is imperative that every employee be present when scheduled to fulfill each employee's respective responsibility.

The Authority awards its employees with sufficient vacation, sick, holiday and personal holidays throughout the year. Vacation and personal holidays must be scheduled with one's supervisor in advance (at least 24 hours for one or two days; two weeks' notice for three or more consecutive days). Only sick leave (where available) may be used in the case of emergency or sudden illness without prior scheduling.

This policy details how absences and tardiness are counted for the purposes of maintaining excellent customer service throughout the business day.

Family and Medical Leave Act

Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Work Hours

Employee work hours are calculated in 15 minute increments by rounding the employee's time to the nearest quarter hour. Employee time from 1 to 7 minutes will be rounded down, and thus not counted as hours worked, but employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time.

Example #1:

An intermediate care facility docks employees by a full quarter hour (15 minutes) when they start work more than seven minutes after the start of their scheduled shift. Does this practice comply with the FLSA requirements? Yes, as long as the employees' time is rounded up a full quarter hour when the employee starts working from 8 to 14 minutes before their shift or if the employee works from 8 to 14 minutes beyond the scheduled end of their shift.

Example #2:

An employee's schedule is 7 a.m. to 3:30 p.m. with a thirty minute unpaid lunch break. The employee receives overtime compensation after 40 hours in a workweek. The employee clocks in 10 minutes early every day and clocks out 7 minutes late each day. The employer follows the standard rounding rules. Is the employee entitled to overtime compensation? Yes. If the employer rounds back a quarter hour each morning to 6:45 a.m. and rounds back each evening to 3:30 p.m., the employee will show a total of 41.25 hours worked during that workweek. The employee will be entitled to additional overtime compensation for the 1.25 hours over 40.



Example #3:

An employer only records and pays for time if employees work in full 15 minute increments. An employee paid \$10 per hour is scheduled to work 8 hours a day Monday through Friday, for a total of 40 hours a week. The employee always clocks out 12 minutes after the end of her shift. The employee is paid \$400 per week. Does this comply with the FLSA? No, the employer has violated the overtime requirements. The employee worked an hour each week (12 minutes times 5) that was not compensated. The employer has not violated the minimum wage requirement because the employee was paid \$9.75 per hour (\$400 divided by 41 hours). However, the employer owes the employee for one hour of overtime each week.

Flexible Work Schedule

Employees desiring to work a flexible work schedule must obtain approval from his/her department manager and the Human Resources Director.

Absences and Tardiness

Prescheduled times away from work using accrued vacation or personal holidays are not considered occurrences for the purpose of this policy.

An absence occurs when an employee misses more than half his/her scheduled work hours within a normal workday. An absence of multiple consecutive days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy.

A tardy arrival, early departure or other shift interruption is considered a one-half occurrence. On occasion and with prior approval by the supervisor, an employee who is tardy may adjust that day's schedule to work an equivalent amount of time at the end of the shift, and a one-half occurrence will not be counted.

Arrival and departure times will be determined by the time on the time recording system in each department. An employee is considered late if he or she reports to work more than five minutes after the scheduled starting time; an early departure is one in which the employee leaves before the scheduled end of his or her shift.

If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as noted above.

Step Discipline

Absences and tardiness or early departure will be counted together, but are assigned different levels of severity. Absences are each considered one occurrence; tardiness/early departure are each one-half an occurrence.



Occurrences are counted in a rolling six-month period. Occurrences expire six months from the date of the incident.

Step One

Two (2) occurrences (absences and tardies combined) in any six-month period will be the basis for a coaching discussion and verbal warning between the employee and immediate supervisor. The purpose of the coaching session is to make the employee aware that he/she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session and verbal warning will be documented to the employee's personnel file.

Step Two

The third unscheduled absence or tardiness in the same six-month period will trigger a written warning putting the employee on formal notice of violation as mentioned above. The written warning, delivered by the employee's direct supervisor, serves to notify the employee that he/she is in violation of the Authority's policy and that additional occurrences will result in further disciplinary action.

Step Three

An additional unscheduled absence or tardiness to the above in the same six-month period is cause for a final written warning with a one-day suspension (without pay). This is considered the final step in the disciplinary process regarding attendance and punctuality.

Step Four (Final)

An additional unscheduled absence or tardy to the above steps in the same six-month period is cause for termination of employment.

No Call/No Show

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a no call/no show occurs, the disciplinary process may be accelerated to the final step.

Management may consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.



Pattern of Absence

Although occurrences will roll off an employee's record after six months, habitual offenders (those who have established a pattern of absences) such as consistently failing to report to work or working his/her schedule including but not limited to, the number of unscheduled absences, or development of a pattern of absences surrounding holidays, vacations, paydays, weekends and scheduled off days will be subject to discipline, up to and including termination of employment, at the discretion of the supervisor. Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

Procedures

All warnings will be delivered by the direct supervisor/manager to the Human Resources Department for the employee's personnel file.

APPLIES TO:

All non-union employees of Chatham Area Transit Authority.