

RULE 9

ATTENDANCE

Documentation - (9.1)

Reporting for Duty - (9.2)

Absenteeism and Tardiness - (9.3)

## **RULE 9 - ATTENDANCE**

### **9.1 Documentation:**

- A. Authority: Employees shall be at their place of work in accordance with these Rules and Regulations and their departmental regulations
- B. Authorized Work: No employee shall be paid for other than authorized recorded time worked unless he or she is authorized to be absent therefrom with pay in accordance with these Rules and Regulations.
- C. Time Sheets: All departments shall maintain daily individual non-exempt employee time sheets as attendance records showing the hours that each non-exempt employee works. These forms are to be completed and signed by the employee. Such forms shall also be signed by the employee's supervisor. The time sheets shall be forwarded annually to the Central Records Office.

### **9.2 Reporting for Duty:**

An employee who will be either late or unable to report for work, shall, as early as possible each day prior to the start of his or her work day, notify his or her Department Head or Supervisor, and provide him or her with the reason for each such absence or lateness.

### **9.3 Absenteeism and Tardiness:**

- A. General: Repeated failure by an employee to conform to the requirements of attendance, repeated tardiness, unauthorized absence or unauthorized departure from work, shall subject the employee to such disciplinary action as deemed appropriate by the Department Head and approved by the City Manager or City Auditor and Clerk for their respective employees.
- B. Termination for Failure to Report for Work: Employees, who without proper authorization, either do not report to their assigned work centers for three (3) consecutive work days or who walk off the job shall be considered as having resigned from City employment and he or she shall be recorded as terminated on the required personnel action forms in accordance with these Rules.