

**KINGMAN COUNTY ATTENDANCE
POLICY # 1-A
Approved 10/22/07**

Attendance at work is important so employees can get work accomplished. In those circumstances where an employee develops absenteeism to the point where attendance has become an issue or problem to the department, the following guidelines may be considered:

Scope: This policy applies to all employees of Kingman County.

Definition of absence:

Coming to work late, leaving early, in/outs during the work day, or full-day absences which pose a problem to the department for whatever reason. Reasons may include equity of work being performed, morale of the department, quality or quantity of work being done, or a pattern of absenteeism.

Definition of pattern:

Any ongoing absenteeism that occurs over some period of time. Examples would be, but are not limited to: Monday and/or Friday absences. Once per week absences. Absences that occur regularly through out the month, such as 3 times per month. Late in (tardy) or early outs (leave early) that occur on an ongoing basis. Ongoing and unusual reasons or excuses for absences.

A pattern of absenteeism or being in leave without pay status **shall** trigger a step of discipline.

The steps of discipline to be used for attendance are, generally:

1. Verbal counseling about the absenteeism. The counseling should be documented but does not need to be signed by the employee. The documentation is for the supervisor's file.
2. 1st written reprimand. This is written and signed by both supervisor and employee.
3. 2nd written reprimand. This is written and signed by both supervisor and employee.
4. Unpaid suspension. One full day off without pay. Employee returns to work and receives a written document stating the suspension has taken place and that the next unexcused absence will result in the employee's termination.
5. Termination.

The supervisor may elect to repeat the suspension one (1) time if the employee's attendance is *improving*.

The supervisor may elect to skip a step if the absenteeism is intentional. For example: the supervisor denies an employee a requested day of vacation and the employee calls in "ill" or does not show for work on that day. Example: the supervisor gives the employee a step of discipline and the employee calls in "ill" the next day.

Before any step of discipline is taken, the supervisor must review the employee's attendance record with the Human Resources Director. No step of discipline may be taken, except when suspension is warranted, without an in-person review of the attendance record with the Human Resources Director.

The supervisor may elect to request verification from a physician to establish the employee's illness if the absence is 2 or more days in duration. If such a request is to be made, the supervisor must coordinate with the Human Resources Director before doing so with either the employee or the care-provider.

Special circumstances may be taken into consideration at the supervisor's discretion. However, under no circumstances should one employee be treated more favorably than another for the same or similar pattern or attendance problem. The supervisor must act equitably and consistently.

Forms for the written reprimand and suspension shall be provided by the Human Resources Director. If an unapproved form is used, the discipline shall be considered null and void.

An employee can appeal a step of discipline to the Board of County Commissioners if the employee feels that others ***in the same department*** (i.e., under the employee's Department Head, not immediate supervisor/foreman) have been treated more favorably for the same infraction(s).

A copy of this Policy shall be provided by the Department Head to all newly hired employees and must also be provided to all current employees with a signed acknowledgement sheet which shall be maintained in the employee's official Personnel File.

This Policy becomes effective on October 22, 2007.