



Policy: **Attendance**
Adopted: M2007-0143
Effective: 10/1/2007
Revised: 3/6/2018

- Purpose** Absenteeism results in inefficiency and decreased productivity as employers reassign workers and rearrange schedules to cover for absent employees.
- Policy** The regular workweek for most full-time employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments.
- A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.
- Breaks** Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or City Administrator.
- The operations and standards of service in the City require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position. Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.
- Absence** The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have abandoned their position and voluntarily resigned not in good standing. The city may waive this rule if extenuating circumstances warranted such behavior.
- This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days.
- Non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.



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Violation

Any absence of an employee from duty including for a single day, or part of a day that is not authorized is considered absence without leave. Any such absence is without pay any may be subject to disciplinary action up to and including discharge.

Employees determined to be abusing sick leave will be subject to discipline up to and including discharge.