



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:


Human Resources Director


City Manager

Number: II-10 Effective Date: 12/14

SUBJECT: TARDINESS POLICY

PURPOSE:

To establish uniform standards for all regular non-exempt employees for reporting to work on time under their established work schedule; and to establish a system to enforce these standards and guidelines for disciplinary action.

POLICY:

1. Reporting to Work on Time

Employees are expected to report to their work station ready to commence work at the beginning of their established start time of their daily work schedule.

A violation occurs when an employee:

- a) is not at his/her work station ready to commence work at his/her scheduled start time; or
- b) leaves his/her designated work station prior to the end of his/her shift, according to a specified time clock as designated by employee's supervisor.

If an employee is not at his/her work station within the first six (6) minutes of his/her work shift, or is not on-duty six (6) minutes prior to end of shift, the employee's pay shall be docked. Department supervisors are expected to monitor employee's violations based on the employee's approved work schedule including start and stop times, and to take corrective action for excessive violations.

This policy does not apply to pre-approved temporary deviations from an employee's regular work schedule.

2. Notification of Being Late to Work or Leaving Early

An employee who anticipates being late to work shall make every effort to notify his/her supervisor within one (1) hour of his/her scheduled start time, or as defined by departmental policy.

An employee who anticipates the need to leave work early will need to request his/her supervisor for permission at the beginning of his/her scheduled start time or as soon as reasonably practicable.

3. Excessive Late Violations

Excessive late violations will be indicated where an employee has incurred six (6) late violations in a rolling three (3) month period. This three (3) month period is defined as three (3) months back from the most recent late violation.

4. Supervisor Documentation and Formal Notices

Supervisors are responsible for documenting and maintaining records of tardiness of employees under their supervision.

When an employee's record reaches excessive violations, corrective action including informal coaching, counseling, disciplinary action, and/or referral to the Employee Assistance Program, will be taken. Supervisors shall follow disciplinary guidelines as set forth in Personnel Policy III-1, Discipline.

Formal notices of excessive late violations or leaving early without permission will be given by the employee's supervisor and will include a review of the attendance and tardiness record, a discussion of the specific problem areas, and a statement of consequence that clearly points out what will happen if the employee does not correct the problem. All notices of excessive late violations and corrective action will be documented in writing by the supervisor and forwarded to Human Resources for placement in the employee's official personnel file.