

**1.03.034****EMPLOYEE PUNCTUALITY – 12/13/1999****Definitions**

For the purposes of this policy **six months**, shall be defined as six calendar months. The date of an event shall be carried to the same date of the month that occurs six months later.

**Late** is defined as being unprepared for duty and/or not present any time after the employee's scheduled start time.

**References**

ACA Standards 3-ADLF-1C-01, 24

**Policy**

It is the policy of this Department to ensure that staff arrive on a timely basis in order to be ready to work at their scheduled start time.

**A. General Guidelines**

1. This procedure will adhere to the *1.3 CODE OF CONDUCT PROCEDURE* for discipline.
2. In the event of inclement weather or any other clearly extraordinary circumstance, the **Shift Commander** or **Program Administrator** shall consult with the Division Major or the Executive Duty Officer. Based upon this consultation, the **Shift Commander** or **Program Administrator** may excuse the tardy arrival of three or more employees, not in the same carpool, unable to report on time. Refer to the *1.3 INCLEMENT WEATHER POLICY* and *3.2 DISASTER POLICY* for guidance.
3. Any excused tardiness caused by clearly extraordinary circumstance, as described in general guideline 2, over fifteen (15) minutes shall be accounted for by the employee taking either accrued compensatory time or vacation for the part of the shift missed. This will be accomplished by the employee submitting a King County Absence Request Form 42-1 to the Administrator. That Administrator shall approve the absence and shall forward a memo to the **Division Major** explaining the reason for the excuse and a list of all employees excused.
4. Examples of what **are not** acceptable excuses:
  - a. Car trouble.
  - b. Blocking traffic.
  - c. Late carpool partners.
  - d. Changing into uniform.
  - e. Oversleeping.

5. All Letters of Corrective Counseling and Letters of Written Reprimand shall be written in the approved Department format prior to being issued. The Internal Investigation Unit shall be available for consultation and directions.
6. Signed Copies of issued Letters of Corrective Counseling and Letters of Reprimand shall be distributed to the Facility Commander, The Division Major, the Internal Investigations Unit and the Personnel Office.

## **B. Procedure**

1. For each time an employee is late, the **Supervisor** shall:
  - a. Complete a Late Slip Form (F-542).
  - b. Require the employee to sign the form.
  - c. Allow the employee to write a brief explanation of the cause of the tardiness on the late slip form.
  - d. Give the employee a copy of the form.
  - e. Forward the original form to the Captain's Office for a uniformed employee and to the Program Administrator or Manager for a non-uniformed employee for filing.
2. For each time an employee is more than fifteen minutes late and is unexcused, the **Supervisor** shall:
  - a. Put the employee on "no-pay" status for the duration of the absence.
  - b. Direct the employee to submit a report and a King County Absence Request Form 42-1 explaining the details of the absence without pay by the end of his or her shift to the **Division Major or the Chief of Administration**.
  - c. Forward a memo, via the chain of command, detailing the employee's actions and the Supervisor's observation regarding the employee.
3. For each incident, the **Supervisor** shall determine if there has been a prior tardy incident within the last six months.
4. For the second incident of tardiness within six months, the **Supervisor** shall forward a memo to the employee titled "Punctuality Warning Memo" including:
  - a. Documentation of both incidents.
  - b. A reminder the Department's expectations, including a copy of this policy.
  - c. A warning not to be late again within six months of the second incident or progressive administrative action may be initiated.

5. If, within six months of the second incident, a third incident of tardiness occurs, the **Supervisor** shall:
  - a. Issue to the employee a Letter of Corrective Counseling in the approved Department format.
  - b. Complete the distribution of signed copies acknowledging the employee's receipt of the signed Letter of Corrective Counseling.
  - c. Forward to the Internal Investigations Unit (IIU):
    - A copy of the signed Letter of Corrective Counseling.
    - A copy of the Punctuality Warning Memo.
    - All original Late Slip Forms (F-542).
  - d. Retain copies of the Late Slip Forms (F-542) in the Administrator's files.
  
6. If a further incident of tardiness occurs within six months of the third incident, then:
  - a. The **Employee's Supervisor** shall propose to the **Shift Commander** or **Program Administrator** that a Letter of Written Reprimand be issued.
  - b. The **Shift Commander** or the **Program Administrator** shall propose to the **Division Major** or **Chief of Administration** that a Letter of Written Reprimand be issued to the employee.
  - c. The **Division Major** or **Chief of Administration** may forward a signed Letter of Written Reprimand to the **Shift Commander** or **Program Administrator** for issuance to the employee.
  - d. The **Shift Commander** or **Program Administrator** shall issue the Letter of Written Reprimand to the employee.
  - e. The **Shift Commander** or **Program Administrator** shall complete the distribution of signed copies acknowledging the employee's receipt of the Letter of Written Reprimand.
  - f. The **Shift Commander** or **Program Administrator** shall forward the fourth (4<sup>th</sup>) original Late Slip Form (F-542) to IIU.
  - g. The **Shift Commander** or **Program Administrator** shall retain a copy of the Late Slip Form (F-542) in the Shift Commander or Program Administrator's file.
  
7. For any further incidents, administrative actions will occur. Refer to the *1.3 CODE OF CONDUCT POLICY*.