

DD. ATTENDANCE

GENERAL POLICY

Regular work attendance is one measure of an employee's reliability and dependability. Although an absence may be necessary on occasion, such absences cause work interruption, place greater demands on other employees and increase County expense. This policy is established to specify County attendance standards and expectations.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

PROVISIONS

1. Regular and prompt attendance is a condition of employment. Due to the nature of the work, departments may establish standards for tardiness and address the dependability of employees who fail to meet those standards. Failure to maintain good attendance will result in disciplinary action. If an absence is necessary for any reason it should be authorized in advance or, if advance authorization is not possible, notice should be given to the immediate supervisor as early as possible, prior to the start of the work shift. Employees must follow their department protocol for reporting absences.
2. An absence is any time missed from a scheduled work day except for approved leaves of vacation, funerals, jury duty, work related injury, lack of work, military training or other leave provided by law. Absences for a consecutive time period for medical or personal leave related to an extended illness would count as one absence. Absences for partial days will be cumulative with each shift equivalent counted as one absence.

3. Unpaid personal leave is counted as an absence from work since it is beyond allocated leave time, even if scheduled in advance.
4. Employee attendance is reviewed periodically and excessive absence will be cause for disciplinary action.
5. Although there may be legitimate reasons for repeated absence from work, regular and prompt work attendance is a factor of performance and is required for continued employment. Employees with excessive absences will be provided guidance and opportunities for correction in accordance with the following schedule, continued failure to meet attendance standards will result in termination of employment.

Verbal Warning - Employees with more than 6 absences (i.e. the equivalent of 6 shifts plus any additional partial day or more), in a 12 month period, will first be given a verbal warning that their attendance must meet County standards or be subject to disciplinary action.

Written Warning - Employees with more than three absences, in the 6 month period following a verbal warning will be given a written warning and a six month probationary period.

Suspension - Employees with more than one absence in any 30-day period, or more than 3 absences total, during the six-month probationary period following a written warning will be given a suspension and final warning.

Termination - Employees with any absence during the six months following a suspension and final warning will be subject to termination from employment.

6. Employees are permitted to use accrued vacation leave or other paid leave in lieu of unpaid sick leave.
7. Paid vacation time is earned as part of work compensation and is accrued. Vacation leave should be scheduled at least 24 hours in advance and is subject to workload and availability of replacement workers. Vacation not scheduled in advance will be counted in accordance with this policy.
8. An employee, who misses three consecutive days of work due to an illness or injury, may be required to provide medical documentation substantiating the absence.
9. An employee who continually refuses to perform according to County policy will be considered to have forfeited the opportunity for guidance and correction.

10. Any employee who fails to report for two consecutive days of unexcused absence will be considered to have abandoned the position. Employment will be terminated as of the last day worked.
11. Attendance will be rated in accordance with Scott County's Performance Appraisal Policy F. The following provides a summary of the expected standards over a 12-month period.

Rating	Measure
(5) Exceptional Performance	0 or 1 absence
(4) Exceeds Expectations	2 or 3 absences
(3) Meets Expectations	4 or 5 absences
(2) Improvement Desired	6 absences
(1) Unsatisfactory Performance	7 or more absences