

	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Absenteeism and Tardiness Policy	03/01/2007		H-308
APPROVED			
<i>Approved with Policy A-100</i>			
President			

PURPOSE: It is important for the efficient operation of D. W. Tower, Inc. business that a full compliment of staff is on site every day. The purpose of this policy is to ensure that staffing is at adequate levels at all times.

POLICY: All non-exempt employees are expected to be at their assigned workplace, ready to work at their regular starting time each day on which they are scheduled to work.

Similarly, staff are allowed to take breaks authorized by law and must return within the allotted time.

SCOPE: All non-exempt employees of D. W. Tower, Inc. are expected to document arrival and departure from the work site where they work through use of D. W. Tower, Inc. timesheets.

PROCEDURE:

1. Non-exempt staff are expected to document their arrival at the beginning of each scheduled workday and departure when they leave at the end of their scheduled workday. D. W. Tower, Inc. timesheets are provided for this purpose. Note: Employees should not sign in more than 15 minutes prior to their regular starting time or 15 minutes after their regular ending time unless they have been pre-approved for overtime pay. The "time sheet" is due into the Payroll Department no later than the Monday of Payday @ 10:00am. Failure to provide a completed timesheet could result in a delayed pay check.

Exempt staff are not required to sign in on a daily basis.

2. Breaks. Administrative staff work an eight (8) hour day, and are allowed an unpaid 30 minute meal break during that time. Lunch breaks should be scheduled to insure adequate coverage for the facility.

Staff who work less than six (6) hours are entitled to one 15 minute break, which may be taken when workflow allows or according to applicable law.

Exceptions to this schedule are to be approved by the Manager.

3. Tardiness. An employee who is not at his/her assigned workplace prepared to work at the beginning of his/her scheduled work time is considered to be tardy or late.

a. Employees will not be paid for lateness of more than fifteen (15) minutes.

b. Supervisors have the discretion not to dock an employee if there is some unusual circumstance.

4. Absences. Absent time is defined as:

(a) Time off without pay; and/or

(b) Time charged to vacation days.

a. An absence of several days duration will be treated as one (1) occurrence.

b. Employees must notify their supervisor in advance, whenever possible, of any absence. When prior notification is not possible, staff should call the supervisor/designee no later than one (1) hour before their regularly scheduled starting time. When providing notification, the employee is expected to give the reason and the estimated length of the absence.

c. Employees who are absent for three (3) consecutive workdays without notifying the employer are subject to termination as "job abandonment".

d. The Company has the right to require employees to submit a doctor's note to verify claims of illness following three (3) consecutive days if illness.

5. Attendance Problems. It is the responsibility of the employee's immediate supervisor to monitor and maintain a record of the attendance team member.

a. If an employee has an attendance problem, i.e., excessive lateness (whether or not they have been docked), absence or a combination of both, the problem should be discussed with the employee as soon as it is noted.

b. Excessive lateness and absence guidelines are as follows:

(1) Six (6) occurrences of unplanned absence in a twelve (6) month period; OR

(2) Six (6) occurrences of lateness in a three (3) month period; OR

(3) Any combination of the above.

6. Excessive absence. Excessive absence or tardiness for any reason may be grounds for termination.

7. Employees may not submit arrival or departure for another employee.

Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.

No changes will be made to this policy or any deviations authorized without the express written permission of the President.