



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice: Section 2.11	Issue Date: 2015 New _____ Revised _____ Supersedes Policy Dated:
Title: Attendance	Approved By: Effingham County Board of Commissioners

2.11 – ATTENDANCE

A. PURPOSE

This policy aims to establish uniform standards, guidelines, and measurements of employee attendance.

B. STANDARD

The County's policy is to minimize all employees' absence and tardiness. Therefore, each employee must be at their workstation ready to begin work at the scheduled time and work their scheduled hours.

C. SCOPE

1. The Attendance Policy applies to all employees. Department Heads, in cooperation with the Human Resources Department, will make every effort to ensure that the procedures of this policy are administered fairly and promptly to all staff members.
2. Concerning this policy, when required, Saturdays, Sundays, and Holidays will be treated as any other scheduled workday. All rules under this policy apply if an employee is scheduled to work on a designated Saturday, Sunday, or Holiday.

D. GUIDELINES AND PROCEDURES

Every job is vital to the County's goals, effectiveness, and operation. Therefore, absences and tardiness are undesirable because they adversely affect the continuity of operations, as well as how fellow employees can do their jobs.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice	
Section 2.11	Title: Attendance

1. **Responsibility**

a. **Employees Are Expected To:**

- (1) Maintain good personal health standards that allow them to perform their work competently and regularly.
- (2) Avoid letting minor problems keep them from performing their jobs.
- (3) Attend to personal affairs outside of scheduled work hours.
- (4) Notify their supervisor as soon as possible, but no later than 15 minutes after the workday starts, if they will be absent or tardy.

2. **Department Heads Are Expected To:**

- a. Maintain the highest practical attendance level. Although the employees are responsible for correcting personal problems and preventing absenteeism, the department head should counsel employees on the importance of maintaining good attendance. This counseling approach will emphasize attendance and set a positive climate in each work unit.
- b. Evaluate and approve valid absence and tardiness as well as reject invalid absence and tardiness.
- c. Monitor daily attendance records for accuracy.
- d. Detect poor attendance habits and take corrective action. There is no substitute for working closely with an employee and determining the validity of each absence as it occurs. The Department Head should, at a minimum, observe the following:

- (1) **Frequency of Absence:** Frequent short-term absences often indicate the formation of poor attendance habits.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice	
Section 2.11	Title: Attendance

(2) **Patterns of Absence:** A pattern of Monday or Friday absences on the day before or after a holiday or long weekend will indicate an unsatisfactory attendance pattern.

(3) **Causes of Absence:** Absences of a questionable nature, or those absences that could have been avoided by proper advance planning, should be monitored closely.

(4) **Tardiness Record:** Tardiness should be considered with absenteeism in determining unsatisfactory attendance patterns.

3. **Call-in Procedure**

When an unexpected illness or crisis arises, and an employee cannot report to work or will be late, the employee must call his/her supervisor immediately. Every effort should be made to report absence or tardiness 15 minutes before the scheduled start of the workday to allow any required adjustments to work assignments.

E. DEFINITIONS

1. **Attendance**, concerning this policy, is being present and on time at the assigned workstation at the scheduled start time every work day, including scheduled weekends, Holidays, and overtime, when required.

2. **Absence** is the failure of an employee to report to work during the hours the employee is scheduled to work and/or departure before the employee's scheduled work period is over (including overtime).

3. **Scheduled Absence**

a. **Personal illness**

When absent for illness three (3) days consecutively, employees may be required to provide the Department Head / Human Resources Department with a physician's statement. When the employee returns, the verification document must be submitted to the Department Head / Human Resources Department.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice	
Section 2.11	Title: Attendance

b. **Personal emergency absence**

Verifiable absences include rushing an immediate family member to a hospital for treatment or a personal automobile accident. When the employee returns, the verification document must be submitted to the Department Head/Human Resources Department.

4. **Unscheduled Absence**

An unscheduled absence occurs when an employee fails to show up for work as scheduled and the employee has not made prior arrangements. The following are examples of unscheduled absences.

- a. Personal absence that cannot be verified.
- b. Unreported absence or failure to call in.
- c. Absence without prior approval.

5. **Tardiness** is when an employee is not at their expected workstation or ready to begin work at the scheduled time. Tardiness also includes returning late from lunch.

a. **Scheduled Tardiness**

Tardiness that is arranged and approved in advance by the employee's Department Head or emergency tardiness that can be validated.

b. **Unscheduled Tardiness**

All unapproved tardiness.

6. **Unreported Absence** - "No Call - No Show"- An unreported absence is when an employee fails to call in or fails to report to work. This is the most serious of all absences and may result in termination of employment for the first such absence. At a minimum, employees will not be paid for absences without notice.

7. Failure to report absence is grounds for termination of employment.