



ATTENDANCE AND TIMEKEEPING POLICY

Objective

The purpose of this policy is to set forth San Juan County's policy and procedures for handling employee absences, tardiness and outline the timekeeping requirements.

Attendance

Punctual and regular attendance is an essential responsibility of each employee of San Juan County. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
 - The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued leave time to cover the absence.
 - Employees are allowed three (3) excused absences, without notice in a year, provided they have sufficient accrued leave time to cover the absence. Employees must state it is one of their three (3) excused absences.

- *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent from work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

Employees with three or more consecutive days of absences *because of illness or injury* may be required provide San Juan County with proof of physician's care.

Employees must take earned leave time for every absence unless otherwise allowed by County policy (e.g., leave of absence, bereavement, jury duty).

- Department Heads and Elected officials, other than the commissioners, do not have the authority to authorize any additional leave. All paid time off, without the use of leave time, must be pre-approved through the commissioners.

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Timekeeping

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The department head will review and then initial the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the department head. Any change to hours worked in timekeeper or on your google timesheet must be approved by the department head. Any changes made without department head approval will be subject to disciplinary action.

Overtime/After Hours

For nonexempt employees all hours over 40 works a week are considered overtime and should be avoided. Any overtime that cannot be avoided must be pre approved by the Department Head. Unapproved overtime could result in disciplinary action.

Reading and sending emails or text messages, responding to phone calls and related duties are compensable and thus should be performed when the employee is at work on County time. Any correspondence greater than 10 minutes that cannot wait until regular scheduled work hours must be recorded in timekeeper or on your google timesheet. Any after hours work needs to be pre-approved by the department head. Convenience of technology is not an excuse to work outside of your regularly scheduled hours.

Disciplinary Action

Excessive absenteeism is defined as three (3) or more unexcused absences in a one (1) year period and may result in disciplinary action.

Altering, falsifying, tampering with your time records or recording time on another employee's time record will result in appropriate disciplinary action based on severity.