



Jackson Parish Police Jury

Attendance and Punctuality Policy

Adopted by the Jackson Parish Police Jury effective June 11, 2018

PURPOSE: Policy to establish attendance and punctuality for employees of the Jackson Parish Police Jury (clocking in/out).

SCOPE: This policy applies to all nonexempt personnel employed by the Jackson Parish Police Jury, regardless of position or type of employment.

POLICY STATEMENT: Timely and regular attendance is an expectation of performance for all Jackson Parish Police Jury employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes (*see "Unforeseen Absences" below for details*). Arriving late, being tardy, and absences cause disruptions.

DEFINITIONS:

- **Excused Absence:** An employee has an excused absence when he/she adheres to the leave request policies outlined in the Personnel Policy Manual.
- **Unexcused Absence:** An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedures. This includes taking excessive sick leave without being able to submit doctor's notes. Repetitive unexcused absences (three (3) within a 12 month period of time) may be sufficient reason for termination. Termination recommendations will be reviewed at the discretion of the Police Jury.
- **Tardiness:** refers to failing to report for work at the assigned/scheduled work time, leaving work prior to the end of the assigned/scheduled work time without prior supervisory approval, and/or taking longer break periods than entitled to. A nonexempt employee who is tardy will be docked for the actual number of minutes that he/she is tardy and will receive a Tardy Form (see "Progressive Discipline Action" below for details).
- **Presenteeism:** refers to being present at work beyond your schedule even when we don't require overtime. This can cause you to overwork and have an impact on your productivity and job satisfaction. We want to ensure that you keep your schedule both when coming to work and leaving.

TIME CLOCKS AND FAILURE TO CLOCK IN/OUT: Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock (i.e. TimeClock Plus station located at each department) at the beginning and/or end of their assigned shift;
- Failure to clock in/out on their designated time clock for the meal break;
 - **NOTE:** employees assigned to off-site locations do not need to return to their department to clock in/out, but their time will be adjusted down for this break period.
- Failure to accurately and timely report time worked.
- Clocking in/out early (or late) of assigned shift without prior approval.



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DEPARTMENTAL NOTIFICATION PROCEDURE: Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance of their beginning shift time by phone or in person to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

NOTE: Text, email, and other forms of electronic notification will **NOT** be accepted as an appropriate means for contacting your supervisor regarding leave requests.

At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism. An employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with the Secretary-Treasurer if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Personnel Policy Manual.

UNFORESEEN ABSENCES:

The Jackson Parish Police Jury understands that there are sometimes extenuating circumstances that require an absence that may be reported after your shift starts. Those reasons usually involve serious accidents and family or acute medical emergencies. Management may request doctor's notes or other verification and in these cases, we will record your absence as "excused".

The following list, although not exhaustive, includes reasons that we **DO NOT** consider excused absence:

- Waking up late.
- Stopping on the way to work for personal reasons.
- Traffic or transportation delays excluding situations that result in closing of roads.
- Bad weather, excluding extreme weather conditions like hurricanes, floods, etc.
- Holidays that have not been approved.

MANAGEMENT'S RESPONSIBILITY:

Superintendents should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee.

When an employee has been previously counseled under the Progressive Discipline Policy, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the supervisor should consult with the Secretary-Treasurer prior to implementing disciplinary action.

Timely and regular attendance is a performance expectation of all Jackson Parish Police Jury employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary



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action (written or final) during the course of the year may have the behavior documented in their annual evaluation.

CLOCKING IN/OUT WINDOW: In the TimeClock Plus system, employees will clock in within the window of seven (7) minutes before or seven (7) minutes after their shift begins/ends and the system will automatically round their time to the quarter hour.

Example: If an employee's shift begins at 7:00 am, they can clock in as early as 6:53 am or as late as 7:07 am and their recorded time in the system will be 7:00 am.

This allows time for employees to arrive to work on time and get clocked in/out while avoiding a "line up" at the clock. It also avoids short-time or overtime being assigned to employees based on the minutes it takes to clock in/out during their shift.

A nonexempt employee who clocks in beyond the window will be considered "tardy" and will follow the progressive disciplinary action outlines below.

Although not considered "tardy", employees and managers should be cognizant of habitual clocking in/out near or at the end of the allowed window of time.

Employees are **NOT ALLOWED** to punch in before or after their appointed time without prior approval from their Superintendent.

PROGRESSIVE DISCIPLINARY ACTION: Tardiness will not be tolerated. A nonexempt employee who is tardy will be docked for the actual number of minutes that he/she is tardy and will receive a Corrective/Disciplinary Action Form.

An occurrence of tardiness, unexcused absence, or missed time clock in/out will be documented. The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12 month period, provided that the reason for an occurrence is not protected under FMLA or ADAAA.

	# of Occurrences	Discipline Step and Action
Occurrence 1 Occurrence is equal to: <ul style="list-style-type: none">1 Unexcused Absence1 Tardy1 Missed Clocking In/Out	1 Occurrence	Step 1: Verbal Warning
	2 – 3 Occurrences	Step 2: Written Warning
	4 Occurrences	Step 3: Pink Slip and 1 working day suspension without pay
	5 Occurrences	Step 4: Pink Slip and 2 working days suspension without pay
	6 Occurrences	Step 5: Pink Slip and 5 working days suspension without pay
	7 Occurrences	Step 6: Final Pink Slip and termination upon receipt of the 4 th pink slip, by Superintendent



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CORRECTIVE/DISCIPLINARY ACTION FORM

EMPLOYEE: _____

DATE: _____

DEPARTMENT: _____

SUPERINTENDENT: _____

Reason for Warning or Counseling:

<input type="checkbox"/>	<u>Unexcused Absence</u>	<input type="checkbox"/>	<u>Tardiness</u>	<input type="checkbox"/>	<u>Missed Clocking In/Out</u>
<input type="checkbox"/>	1 st Occurrence	<input type="checkbox"/>	1 st Occurrence	<input type="checkbox"/>	1 st Occurrence
<input type="checkbox"/>	2 nd Occurrence	<input type="checkbox"/>	2 nd Occurrence	<input type="checkbox"/>	2 nd Occurrence
<input type="checkbox"/>	3 rd Occurrence	<input type="checkbox"/>	3 rd Occurrence	<input type="checkbox"/>	3 rd Occurrence
<input type="checkbox"/>	4 th Occurrence	<input type="checkbox"/>	4 th Occurrence	<input type="checkbox"/>	4 th Occurrence
<input type="checkbox"/>	5 th Occurrence	<input type="checkbox"/>	5 th Occurrence	<input type="checkbox"/>	5 th Occurrence
<input type="checkbox"/>	6 th Occurrence	<input type="checkbox"/>	6 th Occurrence	<input type="checkbox"/>	6 th Occurrence
<input type="checkbox"/>	7 th Occurrence	<input type="checkbox"/>	7 th Occurrence	<input type="checkbox"/>	7 th Occurrence

Summary of Reason:

Employee Comments:

Employee Please Note: You have been officially warned for this violation. Future violations shall constitute cause for penalty as outlined in the Jackson Parish Police Jury Personnel Manual. Please familiarize yourself with them, as it is not the desire of the parish to inflict disciplinary measures unless forced to do so.

Supervisor

I certify that I have received a copy of the above Warning.

Employee

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