

CLARK ATLANTA UNIVERSITY

Policy 9.5.4 Absenteeism and Tardiness



CLARK ATLANTA UNIVERSITY			
POLICY and PROCEDURE		Subject: Absenteeism and Tardiness	
Department: Human Resources	Review/Revise Date: 03/28/2019	Issued By: Vice President of Management Services	
	Effective Date: 8/13/2019		
Distribution: Administrators and Staff of the University	Required Approval:		No. of Pages: 10
Signature of Approver		Date	
Lucille Mauge, Interim President		August 13, 2019	

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1.0 Policy Statement

The University expects all employees to diligently regard their attendance and promptness. If an employee is unable to work because of illness, he or she must notify her/his supervisor or the department head by 9:00 a.m. and no later than 30 minutes after the start of the work schedule on each day of his/her absence unless he or she is granted an authorized leave.

2.0 Procedure Narrative

If an employee is absent for three (3) consecutive work days, a statement from a physician is required before he or she will be permitted to return to work.

The University may require an employee to be examined by a physician designated by the University when abuse is suspected (for example, when an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

Unapproved or unscheduled absences or tardiness that are not covered by the FMLA or Americans with Disabilities Act are grounds for disciplinary action, up to and including termination of employment.

An unexcused absence is any absence that is not in the following list of excused absences.

- Absence with a doctor's note explaining reasonable reason for absence
- Absence for sickness of an immediate family member to include dependent child, spouse or parent under employee's direct care
- Absence for death of a family member or other medical emergency
- Absence that is approved by a manager or supervisor
- Absence pursuant to the FML, ADA, or other legally mandated leave of absence
- Employees must use time from their benefit time bank (Annual, Personal and Sick) for every absence unless otherwise allowed by the Department Manager/Cabinet Member

Other policies related to attendance and punctuality include:

- You are allowed a maximum of five (5) late occurrences and/or unexcused absences in a ninety-day period before employment termination.
- There will be a Fifteen (15) minute "grace period" before you are considered late. This means that if you are more than fifteen (15) minutes late for your scheduled shift, you are considered late.
- Employees that accrue more than three (3) unexcused absences in a six (6) month rolling calendar will be subject to disciplinary action up to and including immediate termination.

Reporting Process

2.1 Procedure for Disciplinary Documentation

With the exception of verbal reprimands, supervisors will provide employees with written documentation of the following and forward a copy of the document to Human Resources:

- A. the nature and extent of the problem;
- B. the policy/procedure that has been violated for which the disciplinary action is being taken;
- C. for cases other than discharge, suggested courses of corrective action;
- D. if applicable, the past work record that includes relevant counseling or disciplinary actions taken;
- E. for cases other than discharge, a statement of consequences to the employee in the absence of improvement or the recurrence of the problem; and
- F. any follow-up action to be taken.

This requirement establishes a record of the performance/conduct problem, helps ensure that the employee has been counseled and seeks to ensure that the employee, supervisor, and Human Resources clearly understand the key issues surrounding the situation.

Generally, one or more steps in the disciplinary process are undertaken. The choices of disciplinary options depends upon the seriousness of the offense and surrounding circumstances. Some of the steps may be skipped if deemed appropriate by the employee's immediate supervisor.

3.0 Entities Affected By This Policy

All Administrators and Staff of the University

4.0 Definitions

Progressive Discipline

Verbal Reprimand A verbal reprimand is administered by his/her immediate supervisor whenever an employee has engaged in relatively minor forms of misconduct. (See Subsection Violations.) Verbal reprimands are administered in individual conferences between the supervisor and the employee wherein the supervisor explains fully the nature of the violation and the means by which the employee can ensure that the violation will not be repeated. All verbal reprimands should be documented by the supervisor or unit head.

Written Reprimand. Employees who persist in committing minor misconduct for which a verbal reprimand has been issued previously or who initiate more substantial forms of misconduct may be subject to receiving a written reprimand. A written reprimand is a statement initiated by the employee's immediate supervisor but must bear the concurring signature of the supervisor's unit head. When an employee receives a reprimand, he or she should sign it to acknowledge that it has been received. **One copy of the reprimand must be given to the employee and another copy placed in the employee's permanent personnel file in the Office of Human Resources.** A staff member who receives multiple reprimands within a 12-month period may be subject to immediate probation, suspension or discharge. In addition, any employee that has more than 3 reprimands in a 12-month period is not eligible to transfer to another position within the University.

Termination or Discharge. Depending on the seriousness of the offense and surrounding circumstances, the University reserves the right to immediately discharge or terminate an individual's employment with the University. The Department Manager has the option of issuing a FINAL performance warning based on circumstances that would prevent

immediate discharge. A final warning is recommended to ensure that the employee is aware of consequences of additional policy violations.

5.0 Desktop Procedures

Step	Action
1	Department Manager determines that an employee in the department has violated the University Attendance Policy.
2	The Manager consults with the Office of Human Resources to determine if the attendance issues warrant a FML/ADA conversation with the employee (to be conducted between the employee and the Office of Human Resources.)
3	If the situation is not protected by FML and ADA federal laws, the manager will begin the performance counseling process.
4	The Manager documents the disciplinary steps and provides a copy to the employee and a copy for the employment file.
5	Managers may obtain an electronic copy of the Counseling form on the Intranet or through a request to the Office Human Resources.
6	If it is determined that the absenteeism and tardiness is excessive, disciplinary action up to and including discharge will be taken.



CAU Employee Disciplinary Notice

Employee Name:	Employee Manager:
Employee Department:	Location:

- Steps:
- Informal Warning Final Warning
- Formal Warning Termination

1. Statement of the problem:
(Violation of rules, standards, practices or unsatisfactory performance.)

2. **Prior discussion or warnings on the subject:**
(Oral, written, dates.)

3. **Statement of CAU policy regarding this subject:**

4. **Summary of performance counseling action to be taken:**
(Include dates for improvement and plans for follow-up.)

5. **Consequences of failure to improve performance or demonstrate corrective behavior:**

6. **Employee Comments:**

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Employee Signature /Date

Manager Signature /Date

Distribution: Employee- Manager- original to personnel file.