City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-10 *Effective Date:* 05/04

SUBJECT: **TARDINESS POLICY**

PURPOSE:

To establish uniform standards for all regular full-time and part-time non-exempt employees for reporting to work on time under their established work schedule; and to establish a system to enforce these standards and guidelines for disciplinary action.

POLICY:

1. Reporting to Work on Time

   Employees are expected to report to their work station ready to commence work at the beginning of their established start time of their daily work schedule.

   A violation occurs when an employee: a) is not at his or her work station ready to commence work at their scheduled start time; or b) leaves their designated work station prior to the end of their shift, according to a specified time clock as designated by employee's supervisor. If an employee is not at his/her work station within the first six (6) minutes of his/her work shift, or is not on-duty six (6) minutes prior to end of shift, the employee's pay shall be docked. Department supervisors are expected to monitor employee's violations based on the employee's approved work schedule including start and stop times, and to take corrective action for excessive violations.

   Pre-approved temporary deviations from an employee's regular work schedule do not apply to this policy.

2. Notification of Being Late to Work

   An employee who anticipates being late to work shall make every effort to notify his/her supervisor within one (1) hour of his/her scheduled start time, or as defined by departmental policy.

3. Excessive Late Violations

   Excessive late violations will be indicated where an employee has incurred six (6) late violations in a rolling three (3) month period. This three (3) month period is defined as three (3) months back from the most recent late violation.

4. Formal Notices

When an employee's record reaches excessive violations, corrective action including counseling, and/or disciplinary action, and/or referral to the Employee Assistance Program, will be taken. Supervisors shall follow disciplinary guidelines as set forth in Personnel Policy III-1, Discipline.

Formal notices of excessive late violations will be given by the employee's supervisor and will include a review of the attendance and tardiness record, a discussion of the specific problem areas, and a statement of consequence that clearly points out what will happen if the employee does not correct the problem. All notices will be documented in writing by the supervisor and approved by the Department Director, received by the employee and placed in the employee's personnel file.

PROCEDURE:

Responsibility		Action
Department	1.	Approves authorized work schedules.
Employee	2.	Reports to work station ready to commence work at the beginning of their scheduled start time.
	3.	Notifies supervisor of anticipation of being late to work, or need to leave early.
Supervisor	4.	Documents and maintains records of late violations of employees under his/her supervision.
	5.	Counsels employee informally when an employee's record reaches excessive violations; refers employee to Employee Assistance Program (EAP).
	6.	Prepares written notices of excessive late violations, to include review of attendance record, discussion of problem areas, and a statement of consequence.
Department Head	7.	Approves formal notices of excessive late violations and corrective action.
	8.	Informs employee of disciplinary action being taken.
Human Resources Department	9.	Places notices and/or disciplinary action in employee's personnel file.