

HUMAN RESOURCES POLICY/PROCEDURENo.
HR-009**OFFICE OF PRIMARY RESPONSIBILITY:**

Human Resources

EFFECTIVE DATE:

10/25/2001

Page 1 of 3

REV.

REV. DATE.

SUBJECT: Attendance and Punctuality**REPLACES: N/A****OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish an Attendance and Punctuality policy.

SCOPE:

Administrative Employees.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes
Administrative Rule 3

POLICY:

It is the policy of the Authority to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and customer service and will not be tolerated.

Supervisors should notify employees of their starting, ending, and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.

Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report to work. If the supervisor is unavailable, notification should be made according to the protocol of the particular department.

Employees will be compensated during authorized absences in accordance with established Authority policy. Failure to notify your Supervisor properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.

Non-exempt employees who are delayed in reporting for work more than 30 minutes and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees, who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be allowed to work.

Employees generally are expected to report for work during inclement weather conditions if the Authority does not declare an emergency closing. Non-exempt employees who are unable to report because of inclement weather conditions will be granted an authorized unpaid absence. Non-exempt employees who are late because of weather conditions will be given a chance to make up their missed time if work scheduled and conditions permit.

Non-exempt employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time because of tardiness, unauthorized absence, authorized absence, unless properly authorized if the result will be that employee works more than forty hours during the work week.

Employees must report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and, when applicable, certify that they are fit to return to work. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive tardiness or absence will lead to discipline, up to and including termination.

Employees must obtain permission from their supervisor in order to leave the Authority's premises during working hours. In addition, employees who are frequently away from the premises for business reasons should inform their supervisor of their whereabouts during working hours.

Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved. As a general rule, tardiness is considered excessive if it occurs more than three (3) times in a one-month period. Absence is considered excessive if an employee is absent more than three (3) times during a three-month period, outside the guidelines of the Family Medical Leave Act.

Employees who are absent from work for three (3) consecutive days without giving proper notice to the Authority will be considered as having voluntarily quit. At that time, the Authority will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director *Byron M. Brooks*

Date: *23 Jan 02*

Department Director *L. J. J. J. J.*

Date: *1/23/02*