


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

707 – Attendance and Punctuality

707.1 Grant County relies on an employee's presence for effective services. It is important that employees report for work, on time, as scheduled.

707.2 If, for any reason, an employee will be delayed or if it is legitimately necessary for him/her to be absent from work, the employee must call his/her supervisor promptly and prior to the scheduled work shift. If an employee is unable to contact his/her supervisor, the next level supervisor must be contacted. It is the employee's responsibility to have all necessary telephone numbers at his/her disposal to report the delay to or absence from work.

707.3 Employees are required to call in each day they are absent, prior to their work shift, except in those instances in which a previously approved extended leave-of-absence exists. For these cases, written documentation with an intended return to work date is required.

707.4 An employee who has failed to report or call in to work pursuant to this policy may be subject to corrective action up to, and including, termination of employment.

707.5 Employees who are absent from work for three (3) consecutive days without notice will be considered to have abandoned their position and will be terminated from employment.

707.6 Employee absences and tardiness should be recorded daily. Specific attendance and punctuality policies may vary between offices/ departments, based on the nature of service provided.

707.7 Tardiness and poor attendance are grounds for corrective action up to, and including, termination of employment.

707.8 Supervisors should be aware of any employee tardiness/absenteeism pattern that may emerge, such as an employee's tendency to be absent and/or late on a specific day of the week, being absent and/or late the day before or day after scheduled vacation, etc. Should a pattern of tardiness or absenteeism be identified in an employee, the supervisor should discuss that observation with Human Resources for potential corrective action and/or assistance measures for the employee in question.

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