

STAFF RESPONSIBILITIES

Attendance and Punctuality

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

1. 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. Supervisors should record all absences and any tardiness or early departure exceeding ten minutes.
2. 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. Such notification should include a reason for the absence and an indication when the employee can be expected to report for work. If the supervisor is unavailable, notification should be made to the Director.
3. Employees are to be compensated during authorized absences in accordance with the policy for short-term leaves of absence. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not receive compensation for time missed because of tardiness or early departure if the time missed exceeds ten minutes after starting time or before quitting time. Failure to notify the Library properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.
4. Employees are generally expected to report for work during inclement weather if the Library does not declare an emergency closing. Non-exempt employees who are unable to report because of weather conditions will be given a chance to make up their missed time if work schedules and conditions permit.
5. Employees will not be required or permitted to work any period of time before or after schedule starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, or for any other reason if the result will be that the employee works more than forty hours during the work week.
6. 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. The employee should record the information on the timesheet. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that

excessive tardiness or absences will lead to discipline, up to and including termination.

7. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized when the employee has not followed proper notification procedures or the absence has not been properly approved.
8. Employees who are absent from work for three consecutive days without giving proper notice to the Library will be considered as having voluntarily terminated their employment. At that time, the Library will formally note the termination and advise the employee of the action by certified mail to the employee's last address.

Adopted by the Board of Trustees: January 1997
Amended: June 2010