

Division of Youth Rehabilitative Services

Chapter 2: Professional Practices	Policy#: 2.8	Page: 1 of 2
Subject: Attendance	Standards: Merit Rules, Executive Order #77	
Effective Date: 1/19/10	Revised: 6/27/14	

- I. PURPOSE: To encourage adherence to attendance practices and emphasize its essential function.
- II. POLICY: Employees are required to make every effort to report to work when scheduled. Attendance by employees is a necessary foundation for the effective operations of the Division, allowing for continuity of service, greater staff/client contact, equitable distribution of workload, and cost reduction. Attendance is an essential function of the job.
- III. DEFINITIONS:
- A. Post Assignment: an employee's designated work location and accompanying duties on any given day.
 - B. Tardy: reporting to an assigned post after the scheduled time.
 - C. Failure to Report: an occurrence of absence or tardiness that is unrelated to pre-approved time off.
 - D. Failure to Relieve: an occurrence in which an employee working in a secure care facility reports to their post assignment after the scheduled time, resulting in another employee being required to cover the post assignment.
 - E. Abandonment of Post: an occurrence in which an employee leaves their assigned work location/are without supervisory approval.
 - F. Essential Personnel: employees who are required to assist in meeting emergency operational needs.
- IV. PROCEDURES:
- A. Employees are required to be on their assigned post at their scheduled time and ready to begin work. If the employee is not at his/her post at their scheduled time, it will be considered a failure to report and tardiness.
 - B. Employees working in a secure care facility are required to report to their assigned post in time to ensure staff currently covering the post assignment is relieved on time. If the employee does not report to his/her assigned post on time to provide relief, it will be considered a failure to relieve.
 - C. Employees shall not leave their assigned post without supervisory approval during their assigned shift. If an employee leaves his/her assigned post without approval, it will be considered abandonment of post.
 - D. Employees working in the Community Services unit or the Office of the Director who do not report directly to their office at their scheduled work time must notify their direct supervisor and support staff of their alternative work location.

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E. Employees in the following classifications are required to report to work during closings, late openings, and/or declared State of Emergency:

1. Youth Rehabilitation Counselor I
2. Youth Rehabilitation Counselor II
3. Youth Rehabilitation Counselor III
4. Youth Rehabilitation Counselor Supervisor
5. Correctional Officer/Youth Rehabilitation Counselor/Food Service Specialist Series
6. Correctional Officer/Youth Rehabilitation Counselor/Food Service Supervisor
7. Food Service Director I
8. Youth Rehabilitation Treatment Specialist
9. Youth Rehabilitation Treatment Specialist Supervisor

F. Employees who are found to not be in compliance with the attendance policy may be subject to disciplinary action.

G. Accountability

1. The Superintendent/Chief/Administrator is responsible for reviewing employees' attendance record and patterns.
2. Employees who reach six (6) occurrences of tardiness within a calendar year will be placed on an Attendance Improvement Plan (Attachment A).
3. The plan will be developed by the supervisor and employee and approved by the Superintendent/Chief/Administrator.
4. The Attendance Improvement Plan will be effective for 90 days. The supervisor will review the plan every 30 days.
5. After 90 days, the supervisor will determine if the employee can be removed from the Attendance Improvement Plan or requires an extension.
6. The removal or extension request must be approved by the Superintendent/Administrator/Chief.

*All federal FMLA requirements supersede this policy.

Review Date:	Reviewed By:
6/27/14	<i>Nancy S. Dutz</i>
5/16/14	<i>Nancy S. Dutz</i>

Attendance Improvement Plan

Name of Employee: _____

Name of Supervisor: _____

Date of Plan: _____

Narrative of possible patterns of abuse or excessive use of leave time:

Actions to be taken by employee to improve attendance:

1. _____
2. _____
3. _____
4. _____

This Attendance Improvement Plan will be reviewed every 30 days on the following dates: _____, _____, and for removal or extension on _____.

Failure to improve attendance may result in disciplinary action.

Signature of Employee: _____ **Date:** _____

Signature of Supervisor: _____ **Date:** _____

Signature of Administrator: _____ **Date:** _____

