



**RESOLUTION No.** 2017-29

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**ESTABLISHING ADMINISTRATIVE POLICY-  
ATTENDANCE AND PUNCTUALITY**

**WHEREAS**, the Nevada Irrigation District (the "District") intends to establish and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, the District's insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

**WHEREAS**, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

**WHEREAS**, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

**WHEREAS**, such draft policy has been reviewed by the District's Legal Counsel and found to be in accordance with law.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy as attached, and shall be incorporated herein:

#2010 Attendance and Punctuality


**BE IT FURTHER RESOLVED**, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive policy manual.

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Resolution No. 2017-29  
Administrative Policy – Attendance and Punctuality

**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 11<sup>th</sup> day of October, 2017, by the following vote:

<b>AYES:</b>	Directors: Weber, Drew, Miller, Morebeck, Wilcox
<b>NOES:</b>	Directors: None
<b>ABSENT:</b>	Directors: None
<b>ABSTAINS:</b>	Directors: None

  
\_\_\_\_\_  
President of the Board of Directors

**Attest:**

  
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Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE: Attendance and Punctuality**

**POLICY NUMBER: 2010**

- 2010.1** Timely and regular attendance is an expectation of performance for all District employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the District, employees will be held accountable for adhering to their assigned workplace schedule.
- 2010.2** Absent. An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by Department Notification Procedure (Section 2010.4).
- 2010.3** Late Arrival / Early Departure. An employee is deemed to be tardy when he/she:
- 2010.3.1** Fails to report for work at the assigned/scheduled work time. In these instances, managers/supervisors may replace the tardy employee for the full shift at their discretion.
  - 2010.3.2** Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
  - 2010.3.3** Takes an extended meal or break period without approval.
- 2010.4** Department Notification Procedure. Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must make their request in advance of the time requested to their supervisor and in accordance with departmental procedure if they wish to arrive early or leave early from their scheduled work hours.

At the time of the notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline Process (Section 2010.5).

**2010.5** Progressive Discipline Process. Supervisors shall monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.

When an employee has been previously counseled under the Progressive Discipline Process, the totality of the circumstances will be assessed when determining future action.

Timely and regular attendance is a performance expectation of all District employees. Consequently, those employees who have exhibited unsatisfactory attendance must be addressed in a clear and consistent manner.

**2010.5.1** Occurrences. An occurrence is documented as an absence, late arrival or early departure. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.

**2010.6** Departmental Policies. Departments within the District may develop an Attendance and Punctuality policy that meets the unique operational needs of the Department. If a manager determines such a policy is necessary, the manager will prepare a policy and obtain approval by the General Manager.