

# Staff Report

for the Regular Meeting of the Board of Directors, July 12, 2017

**TO:** Board of Directors

**FROM:** Jana Kolakowski, Human Resources Manager

**DATE:** July 6, 2017

**SUBJECT:** Policy - Attendance and Punctuality

---

---

***HUMAN RESOURCES***

**RECOMMENDATION:**

Adopt Resolution No. 2017- 22 (Establish Administrative Policy, Attendance and Punctuality), as recommended by the Administrative Practices Committee.

**BACKGROUND:**

Staff has reviewed and updated “Board Policy 2010 – Attendance and Punctuality” with support of outside counsel and after meeting and conferring with AFSCME. The Administrative Practices Committee approved the Policy to be forwarded to the Board’s Consent Agenda.

**BUDGETARY IMPACT:**

None.

Attachments (1):

- Nevada Irrigation District Board Policy Manual – Attendance and Punctuality – Policy 2010



**RESOLUTION No.** 2017-22

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**WHEREAS**, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and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

\* \* \* \* \*

Resolution No. 2017-22  
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 12<sup>th</sup> day of July, 2017, by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

---

President of the Board of Directors

**Attest:**

---

Secretary to the Board of Directors

**POLICY TITLE: Attendance and Punctuality**

**POLICY NUMBER: 2010**

**2010.1** The District expects all employees to adhere to their work schedules as established by their department. This assists the District with ensuring adequate staffing to meet its service and productivity standards. Employees who are unable to be at work during his or her scheduled hours must request approval to be absent in accordance with this policy.

**2010.2** Work Schedules. The District's work hours are 8:00am to 5:00pm. Schedules and hours are established by departments and are communicated to employees in writing by the District. Employees may work an alternative schedule with written permission of the Department Manager.

**2010.3** Unauthorized Absences from Work. An employee is deemed to have an unauthorized absence from work when he/she is unavailable for work as assigned/scheduled and the absence was not scheduled or approved in advance as provided in the Department Notification Procedures below (Section 2010.5).

Employees who fail to return upon expiration of an approved leave or time off, or fail to report to a work site and have not notified their direct supervisor are considered absent without leave (AWOL), which is a type of unauthorized absence. After the third (3<sup>rd</sup>) consecutive work day of AWOL, an employee is considered to have voluntarily resigned from the District and the employee's separation from employment will be effective at the close of business on that day.

**2010.4** Late Arrival / Early Departure. Employees must arrive and be ready to work at their work station at their scheduled time and be prepared to work until their scheduled end time, not including their lunch break and any required rest periods.

Supervisors shall track the frequency and occurrence of unscheduled late arrivals and early departures. Supervisors should report to the Department Manager and Human Resources Manager when there are more than 5 significant occurrences over the course of 30 consecutive days. A significant occurrence is arriving 15 minutes later than scheduled or departing 15 minutes earlier than scheduled.

**2010.5** Department Notification Procedure. Employees are expected to follow departmental notification procedures for planned or unscheduled absences from work, late or early departure.

**2010.5.1** Employees who plan sick leave such as scheduled doctors' visits for themselves or a family member must notify their supervisor in writing with as much notice as possible.

Employees wishing to alter their start and/or end time of their regular schedule on a temporary basis should make the request in writing to their supervisor no less than 5 working days (Monday through Friday) in advance. Supervisors shall respond to employee requests as soon as reasonably possible after reviewing request, taking into consideration the workload of the department and analyzing the impact of any adjustments in schedules.

Supervisors and Department Managers may take into account the work to be accomplished, individual needs and circumstances when granting alternate start, break, lunch and departures for employees.

2010.5.2 For unplanned time away from work due to illness, injury or medical emergency, employees should give notice in writing or by calling their supervisor as soon as practical. If the Supervisor is unavailable, the Department Manager, Management Assistant or Human Resources Department should be contacted.

When such absences occur, supervisors shall track the frequency of each occurrence. The Department Manager shall consult with the Human Resources Manager if there appears to be a pattern of unplanned or unscheduled absences (e.g., absences that are adjacent to weekends, regular days off and/or holidays) to assess if disciplinary action or some other action is warranted.

2010.5.3 If a reason, out of the control of the employee, prevents timely arrival or departure at their scheduled work time, the employee should contact their supervisor by any means necessary to communicate the situation. If the Supervisor is unavailable, the Department Manager or Management Assistant should be contacted.

2010.6 Consequences. 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. Supervisors shall monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. The Human Resources Manager will provide procedures to assist Supervisors and Department Managers on application of this policy.

When an employee has been previously counseled for unsatisfactory attendance, the totality of the circumstances will be assessed when determining future action. The Department Manager, Human Resources Manager, along with the Supervisor will ensure that departmental standards are applied consistently and determine if the appropriate step in the progressive discipline process should be pursued if applicable to the employee.

Adopted: (Date) via Resolution No. 2017-\_\_