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Disciplinary Attendance Policy

Regular attendance at work is a condition of employment for Pittsburg State University employees. Most PSU employees recognize the need for good attendance at work. Some employees, however, will struggle with attendance-related issues. For the purposes of this policy, attendance-related issues include, but are not limited to, excessive or unauthorized absences, tardiness, leaving early, or extending meal or break periods.

Supervisors should address attendance-related issues with an employee when the issues first arise through ongoing meetings and/or the Performance Review process. If the issues are not satisfactorily resolved after a reasonable period of time, the Supervisor can meet with Human Resource Services to discuss whether the Disciplinary Work Attendance Policy should be implemented. This purpose of this policy is to provide a progressive, consistent, and equitable procedure to address attendance-related issues that have not been resolved through meetings with the supervisor and/or the University Support Staff Performance Review process.

This policy will not apply to any employee without approval by Human Resource Services.

Nothing in this policy shall prohibit the right of management to terminate a probationary employee for absenteeism or tardiness.

The Disciplinary Work Attendance Policy will be administered as set forth in the following procedures.

1. Before the policy will be implemented for an employee, the Supervisor will meet with Human Resource Services to discuss attendance-related issues of the employee. Factors to consider when determining if the attendance-related issues warrant the Disciplinary Work Attendance Policy include but are not limited to: reason(s) for attendance-related incidents; frequency of the incidents; length of time the incidents have been occurring; employee's length of service with PSU; and any other factors that may be deemed relevant.
2. If it is determined by HRS that the Disciplinary Work Attendance Policy is appropriate, the employee will be notified through the University Support Staff Performance Review process that the Policy is in effect. The employee will be placed on a Special Performance Review(s) while the Disciplinary Policy is in effect.
3. Point assessments will be as follows:

- a.
 - i. For each disciplinary absence, including tardiness, of one (1) hour or more, one (1) point will be assessed;
 - ii. For each disciplinary absence, including tardiness, of less than one (1) hour, one-half (1/2) point will be assessed;
 - iii. For each disciplinary incidence of extending meal or break times, one-half (1/2) point will be assessed.
4. Point accumulation for disciplinary absences within any given moving twelve month period will result in a specific disciplinary action as follows:
- 1. a.
 - i. Two (2) points within a twelve (12) month period will result in a verbal warning.
 - ii. Three (3) points within a twelve (12) month period will result in a written warning.
 - iii. Four (4) points within a twelve (12) month period will result in the recommendation of a one (1) day suspension without pay.
 - iv. Five (5) points within a twelve (12) month period will result in the recommendation of a three-day (3) suspension without pay.
 - v. Six points (6) within a twelve (12) month period will result in a recommendation of termination.

5. Point assessments will be removed from the employee's record on the one year anniversary **date of the occurrence**.

6. All absences from work shall be characterized as either non-disciplinary absences or disciplinary absences.

- 1. a. **Non-disciplinary absences** include the following:
 - i. Absences approved pursuant to the Family & Medical Leave Act.
 - ii. Absences while on leave **with pay**, including vacation and sick leave and compensatory time, as approved by the employee's supervisor, or his or her designee.

If an employee does not return to work upon expiration of an approved leave with pay due to medical reasons, the employee must present satisfactory evidence that he/she is unable to return to work due to the medical reason, and request for an extension to the leave or be subject to point assessment.

The supervisor reserves the right to request a doctor's verification of any or all illnesses to determine if a leave is disciplinary or non-disciplinary.

Failure to provide such verification will result in a disciplinary absence subject to point assessment.

- iii. Absences due to injury from a work-related accident, which was reported at the time it occurred, and is verified by a medical source recognized by the Workers Compensation statutes and Self-Insurance. The supervisor reserves the right to request a doctor's statement to verify that the absence was due to the work-related accident. Failure to provide such verification will result in a disciplinary absence subject to point assessment.

- iv. Absences for observance of official holidays.
 - v. Absences while on approved funeral leave.
 - vi. Absences for approved jury duty or other court appearances before a court or other public body.
 - vii. Absences for approved military leave.
 - viii. Any other approved leave authorized by a Memorandum of Agreement between PSU and an employee organization for the employee's position.
- b. **Disciplinary** absences include the following:
- i. All absences, including leave without pay, not covered in the non-disciplinary absences listed above;

7. Disciplinary actions will be administered in accordance with the disciplinary policy for university support staff employees.

8. HRS will work with the supervisor to track points for an employee subject to the Disciplinary Attendance Policy.

Effective October 25, 2007.

Page revision date: 01/16/2019

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Revised: 01/16/2019

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