



ATTENDANCE POLICY

Policy Information

Policy Number: HR - 001
Last Approved: August 12, 2020

Effective Date: January 1, 2024
Next Review: December 12, 2025

Introduction and Purpose

The success of the Township is dependent upon everyone working together. Absenteeism and Tardiness is a burden to co-workers and management alike. To successfully meet the needs of the public and concurrently provide time-off plans to Township employees, a consistent absence management plan is provided in this Attendance Policy.

Policy

Macomb Township, a public sector entity, is responsible for providing the public, both residents and businesses alike, with services required to operate the Township effectively and efficiently. In doing so, the Township is open for business Monday through Friday during the following normal business hours:

- ◆ Township Hall: 8:00 a.m. through 4:30 p.m.
- ◆ DPW: 7:30 a.m. through 4:00 p.m.
- ◆ Parks & Rec: At the discretion of department head

Additionally, the Township provides certain services to the public that do not fall within the normal business hours. Examples of such events and activities are elections, Parks and Recreation activities and programs, Senior Citizen programs, Board of Trustee and Planning Commission meetings, emergencies, etc. Therefore, the Township must be able to schedule employees in support of such activities with confidence that these employees will be present, as scheduled.

As an employer, Macomb Township provides full-time employees with benefit programs that allow for paid absences from work, as addressed in the Township policy or applicable collective bargaining agreement (CBA). These programs are intended to provide employees with a balanced approach towards maintaining acceptable performance standards while attending to their personal and/or family needs.

A. Work Hours, Breaks and Lunch Periods

Full-time Employee: To be considered full-time, an employee must work a minimum of 1,560 hours, excluding overtime in a calendar year, or as otherwise defined in a collective bargaining agreement.

Starting Time: Employees are expected to be ready for work at the beginning of their assigned shift. To be “ready,” employees will arrive to work with sufficient time to attend to personal needs, such

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as hanging up coats, storing lunches, visiting restrooms, obtaining a cup of coffee or tea, etc., prior to the beginning of their scheduled start time. In other words, employees must be in place and ready to service the Public at 8:00 a.m. at Township Hall and by 7:30 a.m. at the DPW.

Note: Starting times may vary by department to meet the needs of the public. In general, the Township and its employees will observe the established "normal business hours," unless otherwise instructed.

Break Times: All full-time employees are afforded one break in the morning and one in the afternoon of each regular workday. Each break may be up to fifteen (15) minutes in length, or as specified in the applicable CBA. Managers and supervisors are encouraged to meet with each assigned employee to designate break times to be observed each day.

Employees may not schedule break periods so that their scheduled starting or ending time is altered. In addition, employees are not permitted to combine morning and afternoon breaks into a single half-hour break or to schedule breaks adjacent to the employee's lunch period.

Lunch Break: All full-time employees are provided with an hour for daily lunch: one half-hour shall be paid, and one half-hour shall be unpaid. Employees represented under a CBA shall be entitled to the same, unless otherwise prescribed by their CBA.

In the event a full-time hourly employee works five (5) hours or less on a regular workday, whether unpaid or using PTO, the employee will not be eligible for a paid lunch.

In recognition that the Township remains open to the Public during the lunch hour, managers and supervisors are encouraged to meet with each assigned employee to establish a specific time for the lunch break to be taken. Supervisors may allow for an occasional deviation from the scheduled lunch break, provided another qualified employee is available to attend to the needs of the Public. Suggested times from lunch hours are as follows:

- ◆ 11:00 AM to 12:00 PM
- ◆ 11:30 AM to 12:30 PM
- ◆ 12:00 PM to 1:00 PM
- ◆ 12:30 PM to 1:30 PM
- ◆ 1:00 PM to 2:00 PM

Note: A manager or supervisor may not close a department for lunch without the explicit approval of the Township Supervisor, or designated representative.

Ending Time: The Township will be open to service the public during all posted hours of operation. Employees are expected to provide service, either by telephone or in-person, for all scheduled hours. Therefore, employees are required to be at their assigned workstation and available for work until their scheduled quitting time and should not begin to attend to personal needs (coats, restrooms, time clocks, etc.) until the conclusion of the scheduled workday. Employees failing to observe scheduled start, break, lunch, and end times, as specified in this policy may be subject to disciplinary action.

B. Tardiness

The Township provides a no-fault Attendance policy and will not excuse tardiness based on a specified reason. The Township must be open to provide services to the public during normal business hours; therefore, employees are expected to report for work on-time and ready to service the public at the beginning of each workday. As such, road construction, traffic congestion, personal issues, and “normal” weather conditions are not acceptable reasons for tardiness and will not be excused. Limited to payroll purposes, the Township provides a three (3) minute grace period at the start of the day so that pay is not reduced. However, the 3-minute payroll grace period does not apply for attendance purposes. For the purpose of determining tardiness, an employee is late when reporting for work any time after the designated start time. Department directors will have the discretion of excusing a tardy due to unforeseen occurrences by submitting a letter to Human Resources and/or Supervisor.

Effective January 1, 2024, Macomb Township will address employee tardiness with progressive discipline, up to and including discharge, based on the following schedule:

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|----------------------------|---------------------------------------|
| ◆ First Tardy | Documented Counseling |
| ◆ Second Tardy | Verbal Warning |
| ◆ Third Tardy | Written Warning |
| ◆ Tardy since last warning | Written Warning |
| ◆ Tardy since last warning | One (1) day suspension, without pay |
| ◆ Tardy since last warning | Three (3) day suspension, without pay |
| ◆ Tardy since last warning | Five (5) day suspension, without pay |
| ◆ Tardy since last warning | Discharge, upon Board approval |

In the event of a public emergency, weather or otherwise, the Township Supervisor or designated representative, will have sole discretion to excuse employee tardiness at-large but shall not excuse tardiness on an individual basis.

Note: The Township will attempt to correct tardiness behaviors through progressive discipline, when possible. Disciplinary action issued for attendance violations shall not be considered in progressive discipline when an employee has no additional attendance occurrences for 12 months from the date of the prior attendance violation. Disciplinary records for represented employees shall be considered as specified in the collective bargaining agreement. All discipline will remain in the Employment File, as allowed by law.

C. Paid Time-off (PTO) Benefits

PTO

Macomb Township provides full-time employees with PTO so they can enjoy time off with pay. The amount of PTO that an employee is eligible for may be specified in their collective bargaining agreement, Township policy, or Employment Agreement.

Employees must submit written PTO requests and receive approval from their respective Department Head, prior to taking the day(s) off. In other words, a request for PTO must be submitted to the Department Head to allow reasonable time for the Department Head to arrange for appropriate coverage during the employee's approved absence. The employee may not request unscheduled PTO with a minimum of 24 hours in advance, except in the event of an emergency.

D. Absenteeism

The Township provides a no-fault Attendance policy, and each unexcused occurrence of absence shall be subject to disciplinary action, up to and including discharge. An **unexcused absence** is time away from work that was not requested by the employee and pre-approved by the employee's supervisor. Macomb Township is expected to provide cost effective and efficient services to the Public. The ability to provide such services is determined by the proper utilization of all Township resources, including employees. In doing so, Macomb Township maintains a full-time staff of qualified individuals to attend to the daily needs of the Public. If an employee is chronically absent or tardy it interferes with Township operations and may put constraints on productivity and performance.

Chronic absenteeism is defined as frequent, patterned, or repetitive absences. Such absences do not include pre-approved PTO. Chronically absent employees (history of absenteeism) may be required to take a physical examination to determine fitness for duty to perform essential job functions. Employees covered by a CBA shall comply with this policy, subject to the provisions of the applicable CBA. In addition, chronically absent employees with less than 1560 hours worked in the calendar year may be evaluated to assess the need to continue full-time employment. Full-time employees may be eligible for paid time off for unscheduled absences. However, unscheduled absences shall be unexcused.

Employees demonstrating a history of absenteeism may be required to furnish a physician statement for each absence for illness and injury, at the discretion of the Township. Employees covered by a CBA shall comply with this policy, subject to the provisions of the applicable CBA.

Effective January 1, 2024, Macomb Township will use progressive discipline, up to and including discharge, to correct employee absenteeism in accordance with the following schedule:

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|------------------------------------|--------------------------------------|
| ◆ First Unexcused/Chronic Absence | Verbal Warning |
| ◆ Second Unexcused/Chronic Absence | Written Warning |
| ◆ Third Unexcused/Chronic Absence | One (1) day suspension, without pay |
| ◆ Fourth Unexcused/Chronic Absence | Five (5) day suspension, without pay |
| ◆ Fifth Unexcused/Chronic Absence | Discharge, with Board approval |

Responsibilities and Compliance

All Township employees are subject to the provisions of this policy. Any employee with questions regarding this attendance policy should consult with their Department Head or Human Resources for clarification.

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Attorney Reviewed

Signature Maya Qrio

Date 1/4/24

Board Approval

Yes If yes, date of meeting: _____

No Administrative only, not subject to Board approval.

Approvals (Elected Official / Department Head)

Frank Viviano Supervisor
Name (Print) Title

[Signature] 1/4/2024
Signature Date

Leon Drolet Treasurer
Name (Print) Title

[Signature] 1-4-24
Signature Date

Kristi Pozzi CLERK
Name (Print) Title

[Signature] 1.4.24
Signature Date

Jeff Tabaka HR Director

[Signature] 1-4-24

Policy Last Reviewed (Every 2 Years, Minimum)

Name (Print)	Title	Initials	Date
_____	_____	_____	_____
_____	_____	_____	_____
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