



# Medina County Policy Manual



Policy: <b>Attendance Policy</b>	Section: <b>Work Rules</b>	Number: <b>7.000</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 2</b>

- A. Absenteeism and tardiness represent one of the most serious problems in county government. Absenteeism and tardiness disrupt work schedules, cause unnecessary overtime, and place an unfair burden on responsible employees and supervisors. The objective of this policy is to increase productivity and employee morale through the systematic reduction of employee absenteeism and tardiness.
- B. Tardiness
  - 1. Employees are expected to report for work on time and on a regular basis.
  - 2. Excessive tardiness occurs when the employee reports for duty after their scheduled starting time. This would include arriving late to work from home or the employee reporting to their work area after their scheduled starting time, e.g. getting/making coffee, visiting with colleagues, etc. Such instances would be cause for corrective disciplinary action up to and including removal.
- C. Excessive/Patterned Absenteeism
  - 1. Occurs when an employee fails to report to work as scheduled. Such instances would be cause for corrective disciplinary action up to and including removal.
  - 2. Absences not considered within the scope of excessive or patterned absences would be pre-approved vacation, pre-approved personal leaves of absence, pre-approved FMLA, jury duty leave, or military leave of absence.
- D. Discipline action remains active for two years from the effective date of the last discipline. When the active period for the disciplinary action has expired, that action will not be used to determine any succeeding disciplinary action.
- E. The county's attendance control plan will be administered in the following stages:
  - 1. **Written Reprimand** - When an employee accumulates ten hours or more of unexcused absences in a two-year period; the employee is to receive a written reprimand.

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2. **Three-Day Suspension** - When an employee accumulates ten or more additional hours of unexcused absence within two years after the date of a written reprimand, the employee is to receive a three-day suspension.
  
  3. **Working Suspension** - The department "...may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. The disciplinary action shall be recorded in the employee's personnel file in the same manner as other disciplinary actions and has the same effect as a suspension without pay for the purpose of recording disciplinary actions." ORC 124.34(A)
  
  4. **Removal** - When an employee accumulates sixteen or more additional hours of unexcused absence within two years after the date of a suspension, the employee is subject to removal. The employee is also subject to removal when they do not call off work for three consecutive scheduled work days.
- F. The mere procurement of a physician's statement will not prevent the accumulation of unexcused absence hours.