



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No.	2033	Date Issued:	January 6, 1998
Section:	2000 – Personnel Procedures	Date Revised:	July 12, 2023
SUBJECT: TARDINESS			
APPROVED:	<u><signed copy on file></u> Amethyst Uchida, General Manager		

1.0 Purpose

- 1.1 To define tardiness.
 - 1.1.1 Tardiness of one hour or more is considered an unscheduled absence.
 - 1.1.2 Tardiness is defined as; not being prepared to plug in at his/her assigned position at the scheduled start time of his/her shift.
- 1.2 To establish a procedure by which incidents of tardiness are documented for review by the appropriate supervisor.
- 1.3 To establish a procedure by which incidents of tardiness are documented and reviewed for corresponding payroll adjustments.
- 1.4 Any tardy incident of ten (10) or more minutes shall be reported on timecards and may be considered unapproved leave (LWOP) and may not be compensated.

2.0 Procedure

- 2.1 To facilitate timeliness, dispatchers being relieved will be ready to leave on time; their work areas will be cleaned up and their CAD updates will be complete.

- 2.2 If a dispatcher is going to be late, the dispatcher will call and advise the on-duty Lead of his/her estimated time of arrival and the reason for being late.
 - 2.2.1 If it is impossible for a dispatcher to call and give notice of his/her tardiness, s/he will call as soon as it is possible. If s/he is not able to call before arriving late for work, s/he will report to the Lead as soon as s/he arrives and provide the reason for being late.
- 2.3 If a dispatcher is relieved late, s/he will notify the on-duty lead dispatcher.
- 2.4 Lead dispatchers will record all incidents of tardiness (including those less than 10 minutes) in the schedule.
- 2.5 Operations Supervisors will review tardiness issues of the dispatchers under their supervision.
 - 2.5.1 Operations Supervisors will address any tardiness issues with the individual dispatcher.
 - 2.5.1.1 An employee will receive an early warning per Policy No. 2095 (Personnel Early Warning System). An Operations Supervisor should meet with the affected employee when the employee reaches four tardies, developing an action plan to correct behavior, including counseling the employee and documentation of the review.
 - 2.5.2 Tardiness is a dispatcher performance standard as defined by Policy No. 1191 (Dispatcher Performance Standards), Key Element No. 6 - Job Related Work Habits.
 - 2.5.2.1 An employee is considered "Needs Improvement" on their Annual Evaluation if they are tardy more than five times in a year.
 - 2.5.2.2 An employee is considered "Meets Expectations" on their Annual Evaluation if they are tardy three times in a year.
 - 2.5.2.3 An employee is considered "Exceeds Expectations" on their Annual Evaluation if they are tardy less than three times in a year.
- 2.6 The Administrative Supervisor will review the schedule for any payroll adjustments required due to tardiness (leave and/or overtime).
 - 2.6.1 The Administrative Supervisor will include incidents of tardiness that meet the Unscheduled Absence criteria in the monthly Attendance Report prepared for the Operations Supervisors.