



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-10 Effective Date: TBD

SUBJECT: TARDINESS POLICY

PURPOSE:

To establish uniform guidelines for all regular non-exempt employees for reporting to work on time and adhering to their established work schedule; and to establish a system to enforce these guidelines for disciplinary action.

POLICY:

1. Reporting to Work on Time

Employees are expected to report to their workstation ready to commence work at the beginning of their established start time of their daily work schedule.

A violation occurs when an employee:

- a) Is not at their assigned workstation ready to commence work at the employee's scheduled start time; or
- b) Leaves their designated work station prior to the end of the employee's shift; or
- c) Returns late from rest and meal breaks.

For the purpose of timecard coding, if an employee is not at their work station within the first ten (10) minutes of the employee's work shift, or is not on-duty ten (10) minutes prior to end of shift, the employee's timecard shall reflect the actual start or stop time as well as indicate in the attendance profile that they were tardy. It is at the discretion of department supervisors to approve the use of "emergency" leave (i.e. compensatory time or vacation), and should be evaluated on a case by case basis. If the employee does not have available leave time, the time will be coded as no pay. However, department supervisors are expected to monitor employee's violations based on the employee's approved work schedule including start and stop times, and to take corrective action for excessive violations.

This policy does not apply to pre-approved temporary deviations from an employee's regular work schedule.

2. Notification of Being Late to Work or Leaving Early

An employee who anticipates being late to work shall make every effort to notify their supervisor within one (1) hour of the employee's scheduled start time, or as defined by departmental policy.

An employee who anticipates the need to leave work early will need to request permission from their supervisor at the beginning of the employee's scheduled start time or as soon as possible.

3. Excessive Tardiness Violations

Excessive tardiness will be designated when an employee has incurred six (6) late violations in a rolling three (3) month period. This three (3) month period is defined as three (3) months back from the most recent late violation. Employees with excessive tardiness will be subject to disciplinary action, up to and including termination.

4. Supervisor Documentation and Formal Notices

Supervisors are responsible for documenting and maintaining records of tardiness for subordinate employees that include date and time of when the tardiness occurred as well as other relevant information.

Should an employee's record reach excessive violations, corrective/disciplinary action, including informal and formal discipline, will be issued, in addition to a referral to the City's Employee Assistance Program. Supervisors shall follow disciplinary guidelines as set forth in Policy III-1, Discipline, and should consult with Human Resources-Employee Relations for guidance regarding the issuance of formal discipline.

Formal notices of excessive tardiness violations and corrective action will be documented in writing by the supervisor and forwarded to the Human Resources Department for placement in the employee's official personnel file.