



Human Resources Department Employee Policy and Procedure

ATTENDANCE POLICY

Policy Statement

Macomb Township, a public sector entity, is responsible for providing the Public, both residents and businesses alike, with services required to effectively and efficiently operate the Township. To do so, the Township's general offices are open for business Monday through Friday from 8:00 a.m. to 4:30 p.m.

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

As an employer, Macomb Township provides full-time employees with benefit programs that allow paid absences from work for personal time, vacation, illness or injury, or paid time-off as addressed in the collective bargaining agreements or Township policy. These programs are intended to provide employees with a balanced approach toward maintaining acceptable performance standards while attending to personal and/or family needs.

Unscheduled absences are a burden to co-workers and management alike. The success of the Township is dependent upon everyone working together. Therefore, to successfully meet the needs of the Public while providing time-off programs to full-time employees, the Township will utilize a consistent approach in administering employee paid absence programs and maintaining favorable attendance standards as stated in this Attendance Policy.

Definitions

A. Work Hours, Breaks and Lunch Periods

Starting Time

Employees are expected to be ready for work at the beginning of their assigned shift. To be ready for work, employees need to arrive at work with sufficient time to attend to personal needs such as hanging up coats, storing lunches, visiting restrooms, obtaining a cup of coffee or tea, etc., prior to the beginning of their shift. Employees must be in place and ready to serve the Public promptly at 8:00 a.m.

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

Full-time employees are allowed to take one break in the morning and one break in the afternoon of each workday. Under the collective bargaining agreements, such breaks are specified to be ten (10) minutes or fifteen (15) minutes in length. Department Heads, Managers, and Supervisors are encouraged to meet with each assigned employee to designate break times to be observed each day.

Note: Break times may not be commingled with starting or ending times nor combined to provide a twenty minute or a thirty minute break in the morning or afternoon, or be scheduled with an employee's lunch hour.

Part-time employees are allowed breaks in accordance with department specific scheduling. Please refer to your supervisor for additional further information and direction.

Lunch Hour (Full-time Employees)

Full-time employees are provided an hour for lunch on a daily basis. Under the collective bargaining agreements, the lunch hour generally is specified as sixty (60) minutes in length, of which the second half an hour (1/2 hour) may be paid.

If an employee takes a half of a day (4 hours) as vacation time, personal time, sick time, or paid time-off or does not work five (5) hours in a work day; the employee will not be eligible for a paid lunch.

Because the Township remains open to the Public during all normal business hours, Department Heads, Managers, and Supervisors are encouraged to meet with each assigned employee to establish a specific time for his/her lunch hour to be taken. Department Heads, Managers and Supervisors may allow an occasional deviation from an employee's scheduled lunch hour, provided another employee is willing to serve the Public during that time. Suggested lunch hour times 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 Department Head, Manager or Supervisor may not close down a department for lunch without the expressed approval of the Township Supervisor or his/her designated representative.

Ending Time

The Township must be open to serve the Public from the beginning of the workday to the end of the workday; therefore, employees are required to be at their desks until 4:30 p.m. Employees are expected to serve the Public either by telephone or in person while in the office. Employees should not begin to attend to personal needs (coats, restrooms, time clocks, etc.) until the end of their workday. Employees who do not observe starting, break, lunch, and ending times as specified in this Policy may be subject to disciplinary action.

B. Tardiness

The Township must be open to serve the Public during all normal business hours; therefore, employees are expected to report for work on time and to be ready to serve the Public at the beginning of each and every workday. In general, road construction, traffic congestion, personal issues, and "normal" weather conditions are not acceptable reasons for excused tardiness.

Although the Finance Department does not "dock" an hourly or part-time employee for reporting late during the first three (3) minutes of the day, employees should not assume this action permits

them to be late. For the purpose of determining tardiness, an employee is late if he/she reports for work any time after the designated start of the day.

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

Macomb Township will address employee tardiness with progressive discipline in accordance with the applicable collective bargaining agreement or employee handbook.

C. Paid Time-off Benefits

Vacation

Macomb Township provides full-time "hourly" employees with vacation so they can enjoy time off with pay with their family and friends throughout the year. The amount of vacation for which an employee is eligible is specified in their collective bargaining agreement, employment agreement or employee handbook.

Employees will be granted vacation according to the terms of the collective bargaining agreement, employment agreement, or employee handbook in conjunction with the needs of the Township. All vacation time must be requested in writing by the employee and approved by their respective Department Head prior to the date taken. In other words, a request for vacation must be made to the Department Head on or before the employee's last day of work and provide adequate time for the Department Head to arrange for appropriate work coverage during the employee's following absence. Employees may not "call in" and request vacation for that same day.

Sick Time

Macomb Township provides full-time "hourly" employees with paid sick time (sick leave) so they can be off from work with pay for their own illness or injury or to attend to members of their household who are ill or injured. The amount of sick time for which an employee is eligible is specified in their collective bargaining agreement, employment agreement, employee handbook or Township policy.

The intent of sick time is to provide economic relief to an injured or ill employee before they become eligible for short and/or long-term disability insurance benefits. If an employee becomes incapacitated due to injury or illness, the Township does not provide any compensation except for accumulated sick time, and when exhausted, any accrued vacation. The Township will not advance an employee any sick time, vacation, or personal time to cover an absence. Furthermore, the Township is not obligated to provide an employee with work or compensation should they be physically restricted (not work related) from performing the essential duties of their job.

Personal Time

Macomb Township provides full-time "hourly" employees with paid personal time off from work. This benefit is provided so employees may attend to personal business without incurring a loss of income. The amount of personal time for which an employee is eligible is specified in their collective bargaining agreement, employment agreement or Township policy.

Employees will be granted personal time according to the terms of the appropriate collective bargaining or employment agreement in conjunction with the needs of the Township. All personal time must be requested in writing by the employee and approved by their respective Department Head prior to being taken. In other words, a request for personal time must be made to the Department Head on or before the employee's last day of work and provide adequate time for the Department Head to arrange for appropriate work coverage during the employee's following absence. The Township, however, recognizes extraordinary circumstances may occur in which

prior notice by the employee may not be possible. If such a situation occurs, the employee should call his/her Department Head or Manager prior to the beginning of their work day and report their absence. Such absences will be reviewed on a case-by-case basis by the Township.

Paid Time-Off

Macomb Township provides full-time "salaried" employees with paid time-off for recreation, illness or personal needs in place of vacation, sick or personal time as referenced above and as specified in the applicable collective bargaining agreement or employment agreement.

In general the terms and conditions pertaining to the use of Paid Time-off are specified in the collective bargaining agreement or employment agreement.

D. Absenteeism

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' time and skills. Thus, Macomb Township employs a full-time and part-time level of qualified individuals to attend to the daily needs of the Public.

Macomb Township strives to employ dedicated employees to serve the Public on a daily basis as expected. However, the Township also may have certain individuals who are considered to be chronically absent from the workplace. Chronic absenteeism is defined as frequent and repetitive absences from the workplace that hinder an employee's ability, or their fellow employees' ability, to satisfactorily perform and complete their assignments. An employee with chronic absenteeism is incapable of sustaining regular attendance and has absences which typically are short-term and are for multiple reasons. Such absences do not include pre-approved sick, vacation, personal, or paid time-off. In addressing chronic absenteeism, the Township will review several aspects of an employee's performance and employment as follows:

An employee may be eligible for payment of vacation, sick time, personal time or paid-time-off, but not be excused from work for the absence. An **unexcused absence** is defined as time away from work that was not pre-requested by the employee nor pre-approved by the Department Head, Manager, or Supervisor according to Township policy. Should this occur, the Township may consider exercising disciplinary action up to and including discharge to correct the employee's undesirable attendance.

Any employee who has a history of absenteeism and is chronically absent from the workplace (in other words, an employee whose absenteeism the Township considers to be excessive or abusive) may be required to take a physical examination as described in the collective bargaining agreements in order to determine his/her physical fitness to perform his/her job.

Finally, any employee who exhibits a history of absenteeism may be required to furnish a statement from his/her attending physician for each absence for illness and/or injury as described in the collective bargaining agreements.

Macomb Township will use progressive discipline to correct employee absenteeism.

E. Reporting a Tardiness or Absence

All employees must notify their respective Department Head, Manager, or Supervisor of their late arrival (tardiness) or absence from the workplace. In the event the Department Head, Manager, or Supervisor is not available, the employee may notify the Deputy or Assistant of the Department of

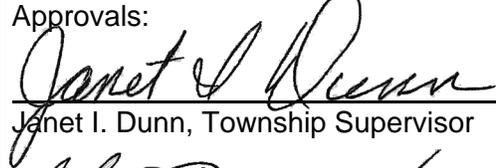
the pending tardiness or absence. In the event neither person is available, the employee should report their late arrival or absence to Human Resources.

Employees are to report their absence from work prior to or within the first hour of the work day.

Procedure

In addressing attendance and tardiness, the Township will observe the language contained in the collective bargaining agreements. In dispensing discipline, the Township will focus on changing the behavior of the employee with progressive corrective action. However, when unsuccessful, the Township will recommend, with approval of the Board of Trustees (Employer), termination of employment.

Any employee who has any questions regarding this Attendance Policy should consult with Human Resources at their first opportunity.

Effective Date:	04/01/2013	Policy Number:	03.02.03
Issue Date:	03/08/2013	Approval Date:	02/27/13
Subject:	Revised Attendance Policy		
	Approvals:		
	 Janet I. Dunn, Township Supervisor		
 John F. Brogowicz, Human Resources Director			