

ERIE WATER WORKS

ATTENDANCE and TARDINESS CONTROL POLICY

DISCIPLINARY ACTIONS	NATURE OF OFFENSE
ORAL WARNING	<ul style="list-style-type: none"> - Abuse of rest period, lunch, failure to put in a full day's work (first offense). - Unexcused absence from job site during work hours (first offense). - Lateness, six (6) minutes or more (first offense). - Late more than once in a pay period. - Pattern of sick day (CSD) use before or after weekends or any other pattern indicating sick leave abuse. - Clocking in more than seven (7) minutes before the start of scheduled shift, or clocking out more than seven (7) minutes after the end of scheduled shift without authorization.
WRITTEN WARNING	<ul style="list-style-type: none"> - Unexcused absence from job site. - Leaving early without authorization. - Lateness thirty (30) minutes or longer. - Any second or continuing uncorrected attendance offense within one (1) year of receiving oral warning. - "Zero" Day- absence although no days left in category (CSD, Vac).
SUSPENSION	<ul style="list-style-type: none"> - Absence not called in by time in contract, unless documented emergency preventing call. - 3rd attendance offense of any kind within two years - 2nd attendance offense where first offense was written warning - Unexcused absence from job site during working hours (not first offense, or stop is more than incidental). - Failure to correct any uncorrected or continuing pattern of offenses, including sick leave abuse.
TERMINATION	<ul style="list-style-type: none"> - 3rd "Zero" day. - three (3) days consecutive absence not called in, regardless of record. This will be deemed job abandonment. - 2nd absence not called in within two (2) years. - Any continued pattern or uncorrected attendance offenses after progressive discipline. - Punching another employees timecard, falsifying time records, falsifying any records or documentation.

I have read and understand the Attendance and Tardiness Control Policy. I agree to adhere to this policy or receive appropriate discipline.

Employee Signature

Date