

## LATENESS

The definition of lateness is reporting to work (swiping in) anytime after the individual employee's scheduled start time or reporting back from lunch more than one hour from the start of lunch. For example: An employee who is scheduled to report to work at 8:30 am will be considered late if the time displayed/registered on the Kronos system is 8:31 am or later. While employees are not to swipe/punch in and out for their lunch break, if an employee reports back from lunch more than one (1) hour from the start of the lunch, the employee will be late. If an employee is late more than six (6) times in a one hundred thirty (130) work day period, the employee may be subject to disciplinary action as provided herein. Whenever an employee is delayed in reporting for scheduled work hours, he/she shall endeavor to contact a supervisor in advance, if possible. An employee who has a reasonable excuse and is less than thirty (30) minutes late shall not be denied the opportunity to work the balance of his/her scheduled shift. After thirty (30) minutes the employee may be directed to return home with loss of a vacation day. If the employee has no vacation days remaining, the employee will be docked a days pay.

### **DOCKING:**

Docking for lateness may begin after six (6) minutes are accumulated during any one pay period. Docking will be calculated in one (1) minute increments, including the first six (6) minutes. For example, if late for an accumulated seven (7) minutes during any one pay period, the employee may be docked for seven (7) minutes, not one (1) minute.

In lieu of docking the Department Director and/or supervisor may at his/her discretion allow the employee to make-up the time in question during the employee's lunch hour or after normal working hours.

Docking will not preclude the City of Camden from pursuing disciplinary action against the employee as outlined below.

**DISCIPLINARY ACTION:**

1<sup>st</sup> Occurrence: Informal meeting with employee advising lateness is not acceptable and review the policy with the employee.

2<sup>nd</sup> Occurrence: Official verbal warning.

3<sup>rd</sup> Occurrence: Written warning.

If there is no change in behavior, a two (2) day suspension will be in order. An employee will be advised by his/her Director in writing that further disciplinary action will follow if there is no change. The number of suspension days will increase up to the maximum for a minor disciplinary action of five (5) days. If there is no change, a major disciplinary action will be issued, which ranges from a six (6) day suspension up to and including termination of employment.

A six (6) month review with the employee will occur in order to evaluate their status since the last disciplinary action for lateness. If no further disciplinary action has occurred for lateness for six (6) months from the last lateness occurrence, the employee's personnel file will be expunged.

This policy will not apply if the employee has requested and received written authorization from his/her supervisor, director or designee to report late.

This policy does not supercede provisions allowed by the State and Federal Family/Medical Leave Act.