

<b>Department:</b>	Municipal Employees	<b>Policy Number:</b>	H01-0603-22
<b>Section:</b>	Human Resource	<b>Effective Date:</b>	June 2022
<b>Subject:</b>	Attendance Policy	<b>Revised Date:</b>	
<b>Authority:</b>	By-Law 2022-XXX		

**1. Purpose**

The purpose of this policy is to establish for each employee the requirement that they work all scheduled hours as deemed necessary by their position. Municipality of Brockton places a high value on attendance and punctuality, and expects all employees to arrive at work at the scheduled time of day on each work day and to properly use time-in and time-out procedures. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of Municipality of Brockton and its business operations and are a condition of continued employment.

**2. Definitions**

In this policy:

- a) "CAO" means Chief Administrative Officer;
- b) "Employee" means full-time, part-time and contract;
- c) "Municipality" means the Municipality of Brockton;
- a) "Supervisor" means the person to whom any employee directly reports, and where applicable, includes Department Heads and the CAO.

**3. Guidelines**

The Municipality wishes to stress, to all its employees, the importance of attending work on a regular basis. It is not the intent of the Municipality to require people to be at work when they are unable to carry out their duties, but the employee must understand the importance of regular attendance to daily operations.

Every employee has the responsibility to attend work as scheduled, unless absent due to a reasonable and unavoidable cause. Employees are expected to adhere to the following:

- Attend to personal affairs and obligations outside of working hours.
- The employee must notify their immediate supervisor, either by telephone or e-mail message, prior to the employee's regularly scheduled starting time for each day when an absence occurs, regardless of cause. Each employee is also responsible for reporting when they are likely to return to work.

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- Absences without excuse will not be tolerated and are subject to progressive disciplinary action. Failure to provide required notification of any absence whatsoever may result in disciplinary action.
  - If an employee fails to report to work and does not communicate with the company during their absence, Municipality of Brockton may deem that the employee has abandoned their position.
  - Any employee who has a consistent unexcused absence after an authorized leave may be considered as having abandoned and resigned their position.
  - Unacceptable attendance includes (but is not limited to) unexcused or persistent early departure during scheduled working hours or tardiness. Violations of this nature may be subject to disciplinary action.
  - Unexcused or unauthorized absences may result in the employee forfeiting their pay for the duration of the absence.

### **Notification of Absences**

It is the employee's responsibility to notify his/her Supervisor, of any absences from scheduled work as soon as possible before or after their place of work opens on the first day of their absence. It is essential that each employee fulfil this responsibility to allow for the proper scheduling of his/her fellow employees and/or the rescheduling of tasks, appointments and projects. If possible, the Supervisor should also ascertain the expected date of return.

Where an employee is absent from work his/her Supervisor is to immediately complete the appropriate form to record the absence as a sick day, personal day, vacation day or time off without pay. Once the form is filled out it must be provided to payroll staff immediately thereafter.

### **4. Consequences for Failing to Adhere to Policy**

If an employee does not comply with the terms of this policy, they may be subject to disciplinary action, including possible termination of employment in accordance with the Employee Discipline Policy (H00-0610-12).

### **5. Policy Changes**

- a) The Municipality of Brockton has the ability to amend, change or rescind this policy at any time following Council approval and employees will agree to the changes without notice.
- b) If the minimum requirements of the Employment Standards Act, 200 provide employees with any greater entitlements than those set out in this Policy, the Municipality of Brockton will provide employees with such greater entitlements in substitution for those set out in this Policy.