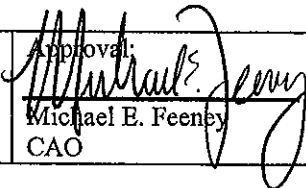
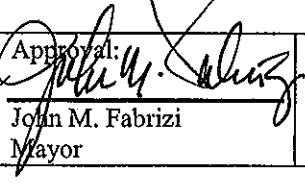


CITY OF BRIDGEPORT

Subject: TARDINESS	Approval:  Michael E. Feeney CAO	Approval:  John M. Fabrizi Mayor	Effective: October 1, 2005 Number: Page: 1 of 5
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PURPOSE

This policy establishes tardiness guidelines and procedures, and describes the responsibility of the employee and supervisor in maintaining an effective tardiness policy.

SCOPE

This policy applies to all City of Bridgeport employees in all locations, with the exception of uniformed personnel in the Police and Fire Departments who are governed by existing policy and practice.

POLICY

The City of Bridgeport municipal departments provide a wide range of services to residents, business owners and others. In order to provide quality and timely services, each department must be fully staffed each day within its regularly scheduled hours. Tardiness detracts from the City's ability to meet quality service standards and causes a difficult burden for those employees who must assume the duties of employees who are tardy.

Employees are expected to show up for work regularly and on time. The City understands that inclement weather and traffic can be unpredictable and may delay an employee's normal work commute. However, it is the employee's responsibility to plan their commute in accordance with weather/traffic in order to arrive at work at their regularly scheduled time. *See the City's Inclement Weather Policy.*

Continuous and/or excessive employee tardiness is unacceptable and will be addressed by supervisors and the Office of Labor Relations in accordance with the standards described below. Failure to meet the requirements of this policy may result in a payroll deduction and/or discipline up to and including termination.

Employee Responsibilities

Each employee is expected to:

- Employees are expected to show up for work regularly and on time.
- Employees are expected to accurately document their actual time worked on weekly time sheets.
- Employees who work off-site are expected to call their supervisor when they arrive late.
- Employees are expected to correct and prevent tardiness problems.

Supervisor Responsibilities

Supervisors are expected to:

- Communicate the City's policy of requiring punctuality to all employees they supervise.
- Insure that all instances of tardiness are accurately and properly recorded on weekly time sheets.
- Consistently enforce this policy by monitoring all employees' records on an ongoing basis.
- Advise employees that the City's Employee Assistance Program (EAP) may also be used as a potential resource for any underlying issues that may be contributing to continuous tardiness.
- Each Department Head or his/her designee shall forward a quarterly report to the Director of Labor Relations indicating each employee whose tardiness merits disciplinary action under this policy and each disciplinary action taken for such employee.
- Supervisors may use discretion not to impose *disciplinary action* under extenuating circumstances.
- Supervisors should use sound and consistent discretion in any decision not to impose discipline if appropriate under this policy.
- Long-term employees with established records of no tardiness may be considered differently than a new employee with a poor record during the initial months of employment. It must be recognized, however, that each instance of tardiness adversely affects the City's ability to provide quality municipal services. The primary responsibility for maintaining a satisfactory record rests with the employee.
- If a supervisor is aware of an employee's tardiness, disciplinary action should be taken as described below.
- Supervisors may impose discipline for a pattern of tardiness within the five (5) minute leeway as provided under this policy.

When a matter of interpretation arises, the supervisor shall contact Labor Relations so as to assure the proper application of these standards.

TARDINESS STANDARDS & PROCEDURES

Definitions

Tardiness is defined as 1) a period of lateness at the beginning of an employee's workday, 2) a period of lateness resulting from the employee returning to work late from lunch and break periods. Leaving work early before the tour of duty ends is considered an absence in accordance with the Attendance Policy.

Employees who show up for work within five (5) minutes of their regularly scheduled time shall generally not be considered tardy. This is a five (5) minute leeway and shall not be abused. For example, employees who are more than periodically five (5) minutes late arriving to work and/or returning from lunch may be disciplined for a pattern of tardiness. Supervisors are expected to

use sound and consistent judgment about patterns of tardiness and to consult with Labor Relations as appropriate about discipline. A pattern of abuse of the five (5) minute leeway may be subject to discipline separate and apart from tardiness points and/or may have tardiness occurrences of five (5) minutes or more counted as tardiness points as provided below. Non-exempt employees who are tardy by more than fifteen (15) minutes for any reason will have their pay docked for that time. Exempt employees who are tardy by more than fifteen (15) minutes for any reason will have that time docked from their accumulated compensatory time (if applicable) or vacation or personal days.

Disciplinary Procedures¹

In order to translate tardiness standards into an effective working personnel policy, the City has adopted the following standards and procedures. It must be noted that four (4) or more tardiness points in the initial probationary period of employment should be considered as failure to satisfy the probationary period of employment.

Each instance of tardiness counts as a tardiness point. An employee may accumulate up to four tardiness points within any twelve (12) month period* without penalty. Four or more tardiness points will result in the following discipline:

- **4 tardiness points = Corrective counseling is warranted**

The supervisor should counsel the employee prior to issuing an oral warning. Corrective counseling should be documented by a written memorandum to the employee from the supervisor. The supervisor shall discuss with the employee contributing problems and possible corrective measures. An EAP referral should be made, if appropriate. The supervisor should also advise the employee that an additional tardiness point may result in an oral warning.

- **5 tardiness points = Oral warning is warranted**

Oral warnings must be documented by a written memorandum to the employee from the supervisor. In determining whether to issue an oral warning, the supervisor may consider the employee's past record and any other extenuating circumstances. The supervisor should advise the employee that an additional tardiness point may result in a written warning.

- **6 tardiness points = Written warning is warranted**

Written warnings must be documented by a written memorandum to the employee from the supervisor. In determining whether to issue a written warning, the supervisor may consider the employee's past records and any other extenuating circumstances. The

¹ The disciplinary procedures provided herein represents the City's position with respect to just cause discipline under any applicable collective bargaining agreements. The City recognizes that a union may seek to contest such interpretation under the applicable grievance provisions.

* This is a continuously rolling twelve-month period.

supervisor should advise the employee that an additional tardiness point may result in a one (1) day suspension without pay.

- **7 tardiness points = A one (1) day suspension without pay** is warranted

The supervisor must consult with the Office of Labor Relations, prior to issuing a one (1) day suspension without pay. The supervisor should advise the employee that a three (3) day suspension will be warranted following one (1) additional tardiness point, regardless of the circumstances.

- **8 tardiness points = A three (3) day suspension without pay** is warranted

The supervisor must consult with the Office of Labor Relations, prior to issuing a three (3) day suspension without pay. The supervisor should advise the employee that a five (5) day suspension will be warranted following one (1) additional tardiness point, regardless of the circumstances.

- **9 tardiness points = A five (5) day suspension without pay** is warranted

The supervisor must consult with the Office of Labor Relations, prior to issuing a five (5) day suspension without pay. The supervisor should advise the employee that termination will be warranted following one (1) additional tardiness point, regardless of the circumstances.

- **10 tardiness points = Termination** is warranted

Supervisors must consult with the Office of Labor Relations prior to terminating an employee.

Supervisors may choose to consult with Labor Relations prior to issuing a verbal or written warning to an employee. However, **supervisors must consult with Labor Relations prior to an employee suspension or termination.**²

An employee's tardiness that is approved and directly related to their intermittent FMLA shall not be subject to progressive discipline.

NOTE: In each instance of tardiness, the employee shall be docked as described above whether or not discipline is warranted for the instance.

Making up Time Lost

² Supervisors should continue to send notice of any disciplinary action (oral, written or otherwise) to the employee and Union as required by the collective bargaining agreement. Any questions regarding Union notification should be directed to Labor Relations.

An employee may make up for the time lost because of their tardiness by 1) showing up for work earlier than their regularly scheduled hours, or 2) staying at work later than their regularly scheduled hours. This requires prior approval by the employee's supervisor. Making up lost time shall not become a habit or pattern. It is intended that in extenuating circumstances an employee would make up for their time lost and not be docked pay, vacation, personal or compensatory time. Since many City offices are open during specific set hours in order to provide a service to the public, it may not be feasible for an employee to make up their lost time as stated above. Therefore, supervisors have discretion in approving an employee's request for making up time lost. In allowing employees to make up lost time, a supervisor may consider long-term employees with established records of no tardiness. However, employees who have been disciplined for violation of this policy within the 12 month period as provided above shall not be permitted to make up time.

If a supervisor feels that an employee has given their best efforts to report to work on time, but the employee was not able to do so because they are the primary caregiver for a school age child or an elderly relative living in the same household, then the supervisor may allow the employee to make up the lost time without the instance being considered a tardiness occurrence.

Supervisors should not allow employees to make up missed time by reducing or foregoing breaks and/or lunch periods as this may contradict FLSA regulations and/or union contracts.

NOTE: Allowing an employee to make up lost time does not imply that an employee will not be disciplined for their tardiness.

Employee Records

Documentation of any action taken pursuant to the policy and procedures established herein shall be returned to the employee's personnel file, unless and until, removal is required under any applicable collective bargaining agreement.

Early Closings

In cases of inclement weather or days preceding holidays, supervisors and department heads do not have the authority to completely close down their respective offices/departments without the approval of the CAO. City offices must at least maintain a "skeleton staff" that can carry out the basic functions of the department unless the CAO shall advise to the contrary. *See the City's Policy on Inclement Weather.*

The rolling base period for calculation of the number of absences shall commence on October 1, 2005.

Any questions concerning this Policy shall be directed to the Office of Labor Relations.