

Shiocton Public Library Employee Attendance Policy

Timely and regular attendance is an expectation of performance for all Shiocton Public Library employees. To ensure adequate staffing, positive employee morale, and to meet expected service standards, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from the Library Director (or Director Designee) in advance of any requested schedule changes. This approval includes requests to miss any scheduled shifts, change shifts with other employees, late arrivals to or early departures from work. The Director has discretion to evaluate extraordinary circumstances of a tardy or absence and determine whether or not to count the incident as an occurrence

I. Absent

An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by library notification procedure.

II. Tardy

An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time.
- Leaves work prior to the end of assigned/scheduled work time without prior approval.

III. New Hire Orientation Period

An employee, within his/her Orientation period of 90 days, who has two occurrences should receive a Written Warning; if the employee has greater than two occurrences within the Orientation period, employment may be terminated; should the Orientation period be extended, this rule still applies.

III. Holidays

If an employee is absent, tardy, or leaves work early the day before, the day of, or the day after a holiday, the Director will review the circumstances of the absence. Based on this review, the Director has the discretion to determine whether to count the incident as a regular occurrence or go directly to issuing a verbal warning for the holiday-related occurrence.

IV. Intent of Policy

This policy is intended as a guideline to assist in the consistent application of Shiocton Public Library and Village of Shiocton policies for employees. The policy does not create a contract, implied or expressed, with Shiocton Public Library employees, who are employees at will. Shiocton Public Library reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Shiocton Public Library Board of Trustees.

V. Attendance Point System

- No points will be assessed for the following:
 - Absence from work because of a work related injury, or illness with medical verification that the employee is unable to work.
 - Absence due to medical reasons without medical verification up to ten occurrences per calendar year. Each absence due to medical reasons will require medical verification if the employee exceeds 10 in a calendar year.
 - Absence from work because of jury duty, military leave, medical leave, FMLA leave, lack of work, subpoenas, or any other absence expressly authorized by the Library Director, the terms of Library policy, or the law.
 - Absence from work because of an accident in which you are involved coming to work and which you can verify through police records or other satisfactory evidence. Car trouble is not excused.

- Points:
 - Each absence not listed above = 1 point(no multi-day occurrences for consecutive absences in a pay period)
 - Each late in (tardy) or early out = 1/2 point
 - Each no-show, no call for work = 5 points
 - Each employee starts fresh, with no points, each year.

VI. Disciplinary Action:

- 7 points = verbal warning
- 8 points = written warning
- 9 points = 3 day suspension
- 10 points = termination