

## Board Policies

### PERSONNEL

#### 321.00 ATTENDANCE POLICY-CLASSIFIED EMPLOYEES

Employees are expected to report to work at their scheduled starting times on each scheduled work day.

- Excessive absenteeism shall result in disciplinary action which can include discharge. "Excessive absenteeism" is defined to include but not be limited to those absences beyond allowed leave, or repeated and unexcused absences.
- There are occasions when employees cannot report to work. In those circumstances, the employee must notify the supervisor at least 15 minutes prior to the scheduled starting time if he/she is to be absent from work or late. If the supervisor cannot be reached, a message should be left with the person answering the phone and the employee shall then notify the director of Human Resources. Notification to a fellow employee is not proper notice. Employees must give the reason for the anticipated tardiness or absence, where they can be reached, and their anticipated time away from work.
- Employees must either notify the supervisor on each consecutive day of absence or give an anticipated return date. The supervisor may require a physician's certificate in the event of a medical absence.
- An employee who is absent from work two consecutive days without notifying the college is considered a voluntary quit and will be terminated for cause.
- Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Adopted July 21, 2003  
Revised March 15, 2021