



## TriCo Regional Sewer Utility

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### **PERSONNEL & BENEFITS COMMITTEE**

Wednesday, April 30, 2025 @ 7:30 A.M.  
7236 Mayflower Park Drive, Zionsville, IN 46077

#### **AGENDA**

1. Public Comment
2. Safety Update
3. Proposed Attendance Policy Revision
4. New Business



## MEMORANDUM

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**To:** Personnel & Benefits Committee

**From:** Drew Williams

**Date:** April 25, 2025

**Subject:** Attendance Policy Revision

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Clarification is needed regarding the attendance policy as stated in the Employee Handbook. The attached proposed revisions attempt to address current shortcomings in the policy and clearly set expectations. All revisions are in red.

## M. Attendance

### 1. **Policy Statement**

It is essential for each employee to make every effort to attend work on a daily basis. To encourage positive attendance, the following policy will be enforced for all non-exempt employees. Management expects each employee to be at his or her work station and ready to begin work at the start of each scheduled work day and at the end of lunch periods. Employees assigned work duties in the field may clock in and out for lunch breaks remotely with prior approval from their supervisor. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Failure to adhere to this policy will result in disciplinary action.

Exempt employees are allowed some flexibility due to work demands outside of normal business hours. However, excessive absences or tardiness will result in disciplinary action.

### 2. **Excused Absences**

Absences due to the following reasons are considered excused and are not used as a basis for discipline:

- (a) Jury duty;
- (b) Time off because of a subpoena or because of a trial/hearing/deposition if the employee is a party to the action and provides appropriate documentation to the Utility Director immediately upon receipt;
- (c) Medical leave;
- (d) Absences due to a work-related injury even if not medical leave-eligible;
- (e) Bereavement or personal leave;
- (f) Military leave;
- (g) Pre-scheduled paid time off;
- (h) Lack of work as determined by management; and
- (i) Extreme weather conditions as determined by management or the inability to travel to work because a road on the employee's normal commute has

been closed by law enforcement.

### 3. **Absenteeism/Tardiness**

An employee is considered absent when he or she is not present for work as scheduled.

Frequent or patterned absences are subject to disciplinary action up to and including termination. Examples of pattern absences include but are not limited to:

- Absence on scheduled weekends or holidays;
- Absence the day before or after a scheduled holiday or scheduled time off;
- Absence the scheduled workday after a payday;
- Use of PTO as quickly as it accrues, especially if used one day at a time;
- Coincidence of absence with unapproved requested days off;
- Coincidence of absence with days of heavy or light work load; and
- Repeated or pattern absence on a specific day of the week.

Excessive absenteeism is having six or more unscheduled absences in any rolling 12-month period.

An employee must submit his or her PTO requests for full-day absences, as well as partial day absences, to his or her supervisor for approval as soon as possible and no later than 24 hours ~~10 hours~~ before the start of the scheduled shift so that management may evaluate business needs, resolve any conflicting requests, and authorize requests. Three Short Notice PTO occurrences are allowed in a rolling 12-month period. A Short Notice PTO is a request that is submitted less than 24 hours before, but is at least 12 hours before the start of the scheduled shift. Excessive Short Notice PTO occurrences within a rolling 12-month period will follow the same disciplinary action as listed below for Unscheduled Absence. Under some emergency circumstances, with the Utility Director's approval and discretion, PTO may be approved without advance notice.

Late arrivals and early departures requests are to be submitted to his or her supervisor for approval at least 24 hours prior to the occurrence. If PTO is to be used, the request shall be submitted through the timekeeping app. If no PTO is to be used and/or the missed time is to be made up, an email or text request shall be submitted to his or her supervisor for approval. Employees may request, by email or text to his or her supervisor, early departures at the completion of a work week in which the employee has

worked at least 37.5 hours. Supervisor approval is required prior to departure.

Unscheduled absence is defined as:

- Occurs when any of the above conditions are not met. Specifically, these are absences which were requested in less than 48 hours in advance, or was the fourth or more occasion of requesting an absence in less than 12 hours in advance in rolling 12-month period, or was not approved by the Utility Director on an emergency basis.
- ~~▪ Failure to report to work on a scheduled day without prior approval.~~
- ~~▪ Leaving work before the shift ends without prior approval.~~
- Reporting to work more than one (1) hour after the scheduled start time without prior approval.

#### **4. Disciplinary Action**

- Three unscheduled absences in a rolling 12-month period will result in a verbal warning.
- Five unscheduled absences in a rolling 12-month period will result in a written warning.
- Seven unscheduled absences in a rolling 12-month period will result in a one-day suspension without pay.
- Nine unscheduled absences in a rolling 12-month period will result in termination.

Supervisors, after consulting with the Utility Director, may accelerate an employee's discipline from the normal progressive disciplinary steps if attendance patterns warrant.

Tardiness, defined as arriving after the employees scheduled start time but before one hour after the scheduled start time, is treated as a performance matter.

#### **5. Proper Notification of Absences Policy**

An employee must report all unscheduled absences no later than 30 minutes prior to the start of the employee's scheduled shift by the employee speaking directly to the employee's supervisor or the Utility Director or leaving a timely voicemail or text message on their supervisor's cell phone. If the employee's absence continues for a period of days,

the employee must call in every day of the absence unless the employee is on an approved leave of absence.

**6. Voluntary Resignation**

An absence of three consecutive days without appropriate notice and/or documentation, unless due to the excused reasons above, is considered voluntary resignation.