

Wood County Board of Developmental Disabilities

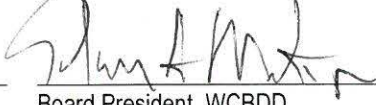
POLICY

Policy #: 01-ALL-ALL-0044
Effective Date: 04-14-89
Person Responsible: Human Resources Coordinator

Subject: Late Arrival/Tardiness
Last Revision: 09-01-09

Approvals/Date:

 12/11/17
Superintendent, WCBDD Date

 12/11/17
Board President, WCBDD Date

The following definitions will apply:
Late Arrival - Reporting to work site eight (8) or more minutes after the scheduled start of employee's shift or break period.
Tardiness - Reporting to work site one(1) to seven (7) minutes after the start of an employee's shift or break period.

All non-exempt employees shall report to their assigned work site per their work schedule. Tardiness or Late Arrivals are not approved absences from work.

A tardiness does not affect an employee's pay. Tardiness is observed and monitored by the employee's supervisor and can result in corrective action. Records are maintained by the employee's immediate supervisor.

All incidents of late arrival staff are unpaid. Late arrivals are part of the employee's permanent attendance record. A late arrival incident(s) may result in corrective action which is independent of docking.

The employee shall sign in and fill out a Late Arrival Form before beginning work duties. Vacation, compensatory time, personal leave, or rescheduled time cannot be used in lieu of time late.

Seasonal employees (9 month) for the purposes of corrective action, incidents of tardiness or late arrival are monitored in accordance with the adopted school year calendar.

Twelve-month employees for the purposes of corrective action incidents of tardiness or late arrival are monitored on the calendar year beginning January 1st and ending December 31st.

DOCKING SCHEDULE FOR UNPAID LATE TIME:

0-7 minutes	.0
8-22 minutes	.25
23-37 minutes	.50
38 - 52 minutes	.75
53 - 60 minutes	1.0

References: Ohio Revised Code 5126.05
Ohio Revised Code 3323

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