

**SUBJECT: ATTENDANCE REPORT PROCEDURES
FOR LOCAL 689, A.T.U.
HOURLY REPRESENTED EMPLOYEES**

PURPOSE

- 1.0 To prescribe the responsibilities, procedures, and guidelines that govern all Local 689, A.T.U., hourly represented employees and the reporting of unscheduled absences.

PROBLEM

- 2.0 Unscheduled absences by operators, maintenance personnel, related clerks and other hourly represented employees involved in transit operations make it difficult to maintain an efficient workforce and to provide dependable service to the riding public. The timely reporting of unscheduled absences plays a vital role in controlling this problem.

PROCEDURES

- 3.0 Employees are provided a fringe benefits package which protects them from undue income loss resulting from illness or injury, and requires in return and as a condition of employment, that all employees maintain a satisfactory attendance record.
- 3.1 Employees who fail to satisfactorily report unscheduled absences, or who have excessive occurrences of unscheduled absences will be subject to disciplinary action up to and including dismissal as outlined in Section 6.0 - 6.3.
- 3.2 The procedures for disciplinary action are consistent with the Discipline and Grievance Procedures outlined in Section 104 of the parties' existing labor agreement.

DEFINITIONS

- 4.0 Manager - will refer to the division, branch, department or section chief who is responsible for administering this policy, whether it be in BUSV, RAIL, DCM, COMP, or ADMN*.
- 4.1 Section - will refer to the division, branch, department or section where a

represented employee is assigned to work, whether it be in BUSV, RAIL, DCM, COMP, or ADMN.

- 4.2 Scheduled Absence - An absence for which leave is requested sufficiently in advance to ensure that operational needs will not be adversely impacted. For an absence to be categorized as "scheduled", an employee must give notice of not less than three (3) full workdays from the beginning of the schedule work assignment. The only exceptions to this definition are for sick reports and bereavement leave and personal emergency leave for family illness. If an employee reports sick or for bereavement leave, or personal emergency leave for family illness, these will count as scheduled absences if reported at least one (1) hour before the beginning of scheduled report time. The one hour reporting requirement for sick, bereavement leave or personal emergency leave for family illness will be waived only when appropriate documentation is presented by the employee establishing that such advance reporting was not possible.
- 4.3 Personal Emergency Leave for Family Illness may be granted when an employee presents documentation that he/she is required to care for a spouse, parent of spouse, parent, grandparent, child, brother, sister. This also applies to a dependent living in the home.
- 4.4 Unscheduled Absence - Any absence not covered in the definition of scheduled absence above. Examples include late reports, missed reliefs, failures to report, unscheduled or late sick reports (i.e. - not reported within one hour of scheduled reporting time) and absences without leave (AWOL). The one hour reporting requirement for sick, bereavement leave or personal emergency leave for family illness will be waived only when appropriate documentation is presented by the employee establishing that such advance reporting was not possible.
- 4.5 Unscheduled Absence Occurrence - Each instance of unscheduled absence, whether fractional day or full day.
- 4.6 Late Report - Any unscheduled absence of an employee who fails to report to his/her assigned section at their scheduled report time, but who nonetheless reports no later than two hours after their scheduled report time. The employee shall be required to work the remainder of his/her assignment that day, and will be paid only for the actual time worked. An operating employee shall not be charged with a late report if he/she is late but nonetheless operates his/her scheduled run without a disruption in service. However, if it becomes apparent that an employee is developing a habit or pattern of arriving late, such tardiness will no longer be excused. Likewise, a non-operating employee who is no more than 20 minutes late, and whose tardiness will not disrupt service may, at the supervisor's sole discretion, be permitted to make up the missed time up to 20 minutes that

day only. If the employee does make up the missed time that day, the employee will not be charged a late report.

- 4.7 Failure to Report - Any unscheduled absence where an employee reports to his/her assigned section between two hours and eight hours after their scheduled report time. The employee shall be paid for actual hours worked.
- 4.8 Absence Without Leave (AWOL) - Any unscheduled absence where an employee reports to his/her assigned section more than eight hours after their scheduled report time.
- 4.9 Missed Relief - Any unscheduled absence by an employee who fails to report at the scheduled time to a designated relief location. If there is work available, the employee may be required to work an assignment that day and will be paid only for the actual time worked. The employee will forfeit any contractual guarantees which might otherwise apply.
- 4.10 Sick Report - This refers to any absence by an employee due to illness or off-duty, non-work related injury. If a sick report is not made within one hour of a scheduled assignment, it will count as an unscheduled absence and be categorized as either a late report, failure to report, absence without leave, or missed relief depending on when it is made. A sick report made at least one hour before a scheduled assignment will be considered a scheduled absence and will not count as any of the above categories of unscheduled absences. Exceptions to the one hour reporting rule will only be considered when appropriate documentation is presented by the employee establishing that such advance reporting was not possible.

RESPONSIBILITIES OF EMPLOYEES AND MANAGERS

- 5.00 Responsibilities of Operators, Maintenance Personnel, and Other Local 689, Hourly Represented Employees
- 5.01 Every reasonable effort must be made to make all scheduled reports and assignments, to avoid disruption for personal reasons, and to have appointments for health reasons scheduled during non-work hours to minimize service disruptions.
- 5.02 Whenever an employee is unable to work due to an illness, injury, or emergency, every reasonable effort must be made to report to their immediate supervisor or designee by phone or in person to advise him/her of the prohibiting circumstances at least one hour prior to the scheduled report time. Exceptions to this one hour reporting requirement will only be considered when appropriate documentation is presented by the

employee establishing that such advance reporting was not possible.

- 5.03 Operating employees who do not report to work at their scheduled report time may be reassigned to work, including standing extra, if work is available. Other represented employees who report late may also be reassigned to work. The employee will be paid only for standing extra and/or for the actual assignment worked and will forfeit any contractual guarantees which might otherwise apply.
- 5.10 Responsibilities of Section Managers and Subordinate Supervisory Staff.
- 5.11 Section management will advise employees of attendance standards and objectives, and stress the importance of maintaining good attendance. Sections should strive to bring all employee records to six or fewer points for unscheduled absence occurrences per 365-day period.
- 5.12 Section management will ensure that absences and documented exceptions to this Policy are recorded in a proper and timely fashion.
- 5.13 The Section Manager is responsible for administering consistent disciplinary procedures to all employees subordinate to him/her. Section management will monitor attendance records to ensure that appropriate disciplinary actions are initiated against those employees with a problem of excessive absentee occurrences.

DISCIPLINARY PROCEDURES - UNSCHEDULED ABSENCES

- 6.0 Appropriate action will be applied to correct excessive unscheduled absence occurrences. Such action includes all progressive disciplinary steps up to and including dismissal.
- 6.1 All counseling and disciplinary actions must be recorded in the employee's record as documentation of progressive discipline and in accordance with Section 104 of the parties' labor agreement. Data will be collected on the number, frequency, type of unscheduled absence occurrence, and the resulting disciplinary action taken.
- 6.2 Point accumulation scores to apply to all hourly employees represented by Local 689 over the previous 365-day period.
- 6.21 Each late report 1 point each
- 6.22 Each Missed Relief 4 points each
- 6.23 Failure to report 4 points each

6.24 Absent without leave (AWOL) 8 points each
 (8 points will be scored for each additional 24 hour working day if no report is made)

NOTE (A): Depending on when it is made, a sick report could be scored as a late report, failure to report, or as an AWOL. If the sick report is made at least one hour before a scheduled assignment, no points will be assessed under this Section. The one hour reporting rule will be waived only when appropriate documentation is presented by the employee establishing that such advance reporting was not possible.

NOTE (B): Falsifications of illness or injury are grounds for immediate dismissal.

6.3 Disciplinary action is based on point accumulation, and/or upon late report accumulation during the previous 365-day period, according to the following schedule. An employee will be terminated for an accumulation of 24 points (including late, failure, misses & AWOL's or 14 late reports or 13 straight late reports followed by failure, or missed street relief or an AWOL within the 365-day period. The 365-day period shall be measured from the most recent incident back 365 calendar days.

	<u>POINTS</u>	<u>DISCIPLINE</u>
6.31	4	Written warning
6.32	8	1 day suspension and written warning
6.33	12	2 day suspension and written warning (EAP counseling)
6.34	16	3 day suspension and written warning
6.35	20	5 day suspension and final written warning (Mandatory referral for EAP testing)
6.36	24	Dismissal

OR

<u>LATE REPORTS</u>	<u>DISCIPLINE</u>
4	Written warning
8	1 day suspension and written warning
12	2 day suspension and written warning that 2 additional late reports or a thirteenth straight

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late report followed by any unscheduled absence will result in termination (EAP counseling) 5 day suspension and final written warning that an additional late report or any other unscheduled absence will result in termination.

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Dismissal

Examples: Employee "A" accumulates 24 pts. (which include 1 AWOL (for 8 pts.); 2 missed reliefs (4 pts. each); 1 failure (4 pts.); and 4 lates within 365 days. Employee "A" will be terminated.

Employee "B" accumulates 14 late reports within 365 days and is therefore terminated. If Employee "B" has 13 straight late reports and subsequently has any other unscheduled absence (late, failure, missed relief or AWOL), Employee "B" will be terminated.

6.4 All points assessed will be properly documented and that record maintained by the employees' respective departments. Employees will be notified of all assessed points in accordance with the provisions of Section 104 of the parties' Labor Agreement.

[See ARP Form 36.03 below]

M Record of Disciplinary Action for Unscheduled Absences	Dept.	Location
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The Following Employee Did Not Report For Work to Which He/She Was Assigned

Employee: Last Name	First Name	Middle Initial	Employee No.
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Due to Report	Date	Time	M	Run / Shift / Assignment
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Telephone Call	Received By	Date	Time	M
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Ordered To Report In Person	By Whom	Date	Time	M	Type of Report <input type="checkbox"/> Late Report <input type="checkbox"/> Failure to Report <input type="checkbox"/> Missed Relief <input type="checkbox"/> AWOL
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Reported In Person	Reported To	Date	Time	M
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Date	Type of Report	Points	Cumulative Pts.	Date	Type of Report	Points	Cumulative Pts.

Based upon points and/or late reports accumulated in the last 365 days, you are (suspended / suspended pending further action / dismissed) for _____ day(s) from _____ (Date) to _____ (Date).

Discipline is imposed for cumulative points and/or late reports contained in the Attendance Reporting Procedure.

Points	Discipline	Late Reports	Discipline
4	Written warning	4	Written warning
8	1 day suspension and written warning	8	1 day suspension and written warning
12	2 day suspension and written warning (EAP counseling)	12	2 day suspension and written warning that 2 additional late reports or a thirteenth straight late report followed by any unscheduled absence will result in termination (EAP counseling) (Appt. Date. _____; Time _____)
16	3 day suspension and written warning	13	5 day suspension and final written warning that an additional late report or any other unscheduled absence will result in termination.
20	5 day suspension and final written warning (Mandatory referral for EAP testing) (Appt. Date _____ Time _____)	14	Dismissal
24	Dismissal		

This occurrence is Excused Unexcused

Employee's Comments _____

Supervisor's Comments _____

I CERTIFY THAT THE ABOVE HAS BEEN CALLED TO MY ATTENTION

Employee Signature	Date	Time	m
Supervisor Signature	Date	Time	m