


SUBJECT Notice of Absence Policy	Departmental Policy No. 3-38	
	Effective: Upon Approval	
<p>I. PURPOSE</p> <p>To standardize and communicate guidelines for providing notice of absences and for positive corrective action procedures.</p> <p>II. SCOPE</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. DEFINITIONS</p> <p><u>Notice Violation</u> – Any absences from or during an employee’s scheduled work shift that did not meet the department/division/branch’s notice requirements. This includes: tardies (over 15 minutes), docks, vacation, and sick leave. A notice violation can exist even when the absence is approved by the supervisor. Divisions/branches should supplement this policy with specific guidelines on the amount of notice required. In the absence of divisional standards, 7 calendar days notice will be considered the standard. Divisions/branches are allowed to establish a standard with an increased or decreased amount of notice required, depending on the needs of the division. Sick leave, vacation, and docked absences taken in succession will be considered one violation. For purposes of this policy, tardiness of less than 15 minutes should be addressed under Punctuality on the Employee Performance Evaluation (EPE). NOTE: Any absence designated as Family Medical Leave (FML) cannot be considered when applying this policy.</p> <p><u>Excessive (unacceptable) notice violations</u> – Generally defined as notice violations by an employee in excess of eight (8) in a twelve (12) month period.</p> <p><u>Excessive (unacceptable) notice violations for probationary employees</u> – Generally defined as notice violations by an employee in excess of eight (8) notice violations in a twelve (12) month period. <u>The consequence will be termination of employment with the City of Houston.</u></p> <p>IV. POLICY</p> <p>Employees are expected to report to work as scheduled. In the event an employee is unable to report to work, advance notification must be made to the immediate supervisor. While it is recognized that circumstances beyond an employee’s control may cause him or her to be absent or tardy, notice violations cannot be allowed.</p> <p>Positive corrective action will be taken as detailed in Departmental Policy 1-24, Superior Performance Program.</p>		
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V. GUIDELINES

General

The positive corrective action process is intended to communicate deficiencies in attendance to an employee and to gain agreement to change his/her attendance in accordance with PWE standards.

Positive Corrective Action for Notice Violations

(Non-Probationary Employees)

The following guidelines are based upon the assumption that no other parallel deficiencies occur that require positive corrective action. If other deficiencies occur, the City's and/or the Department of Public Works and Engineering general guidelines or policies for positive corrective action will be applied. This may cause the schedule described to be accelerated. Prior to an employee becoming out of compliance with the departmental standards, a supervisor may initiate a Performance Improvement Discussion (PID). A PID is encouraged when appropriate, but it is not mandatory.

STEP I

When an employee has exceeded the standard on **notice violations**, the appropriate supervisor will administer the positive corrective action of a Reminder I. Other actions may also take place as described in Departmental Policy 3-7, Attendance Standards, including attendance monitoring and/or restrictive leave.

EXAMPLE:

The employee received a Reminder I after having nine (9) **notice violations** in a twelve (12) month period. If after receiving a Reminder I the employee continues to be deficient by having three (3) or more **notice violations** in any three (3) consecutive months during the active period of the Reminder I, the positive corrective action of a Reminder II will be administered.

STEP II

The positive corrective action of a Reminder II will be administered as described above. If the employee successfully completes the twelve (12) month period, the Reminder II will become inactive. If during any three (3) consecutive month period during the active period of the Reminder II the employee has three (3) or more **notice violations**, Step III is implemented.

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EXAMPLE:

If during any of the three (3) consecutive month period, the employee has three (3) or more **notice violations**, a Decision Making Leave (DML) will be recommended as the next step in the positive corrective action process.

STEP III

The positive corrective action of a DML will be administered as described above. If during any three (3) consecutive month period during the active period of the DML the employee has three (3) or more **notice violations** Step IV is implemented.

EXAMPLE:

If during any of the three (3) month periods, while the DML is active, the employee has three (3) or more **notice violations**, an Indefinite Suspension will be recommended (Step IV).

STEP IV

Indefinite Suspension.

VI. RESPONSIBILITIES

Supervisors are crucial to fair execution of this policy. Responsibilities include:

- Setting the example;
- Exercising good judgment by bringing any situation which may require special consideration to management's attention; and
- Maintaining proper documentation for use in evaluating an employee's performance, to ensure that the attendance portion of the employee's performance evaluation is completed in a uniform manner. This documentation can also be used in the initiation of positive corrective action.

EMPLOYEES ARE RESPONSIBLE FOR KEEPING TRACK OF THEIR NUMBER OF NOTICE VIOLATIONS

VII. COMPLIANCE

Adherence to the above policy is mandatory. Any employee who violates this policy will be subject to positive corrective action up to and including indefinite suspension.

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