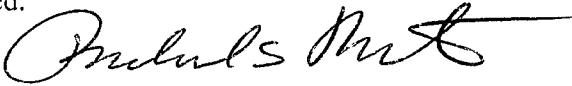


SUBJECT	Departmental Policy No. 3-7	
ATTENDANCE STANDARDS	Effective: Upon Approval	
<p>I. PURPOSE</p> <p>To standardize and communicate attendance standards and expectations.</p> <p>II. SCOPE</p> <p>This policy applies to all Department of Public Works and Engineering (PWE) employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. DEFINITIONS</p> <p>64 Hour Rule – As described in the Houston Code of Ordinances, Chapter 14-227, an employee must bring an original doctor's statement in order to be eligible for any use of sick leave beyond 64 hours during a benefit year (see Attachment A). The use of Restrictive Leave and/or Attendance monitoring for employees over 64 hours is at the discretion of management. Use of the sample doctor's statement (see Attachment B) is not required, but the statement provided should include the same information.</p> <p>Attendance Monitoring – Formal monitoring of the employee's attendance with review of attendance every three (3) months. This review will consist of a face-to-face meeting between the supervisor and employee with the goal of reviewing progress, offering assistance, identifying problems/solutions and ensuring compliance. It is not considered a disciplinary action and may be used at the discretion of management. When positive corrective action results from a violation of this policy or Departmental Policy 3-38, Notice of Absence Policy, Attendance Monitoring should be used and should continue during the active period of the positive corrective action (see Attachment C).</p> <p>Excessive (unacceptable) absenteeism - Absences beyond 80 hours in a 12 month period (sick or dock) may be considered excessive and result in positive corrective action as described in Departmental Policy 1-24, Superior Performance Program. NOTE: Any absence designated as Family Medical Leave (FML) cannot be considered when applying this policy.</p> <p>Job Abandonment – after 3 or more days, an employee who stops reporting to work or calling in may be considered to have abandoned their job. Management must document their attempts to contact the employee (see Attachment D). Should this effort fail to reveal an acceptable explanation for the employee's absence, this form can be attached to Recommendation for Indefinite Suspension or Probationary Termination, depending on the Civil Service status of the employee.</p>		
Approved: 	Date Approved: 10-4-07	Page 1 of 2

Restrictive Leave – Formal restrictions placed on an employee's options for leave. It is not considered a disciplinary action and may be used at the discretion of management (see **Attachment E**).

Three consecutive days of sick leave – An employee who is absent for 3 or more consecutive days and requests the use of sick leave, may be required to provide a physicians statement before returning to duty and/or to be compensated for the absences. This would not necessarily apply for absences approved under FML.

IV. POLICY

Employees are expected to report to work as scheduled. While it is recognized that circumstances beyond an employee's control may cause him or her to be absent or tardy, excessive absences or tardiness cannot be allowed. Multiple occurrences of absences immediately prior to or after regular off days are constituted as evidence of abuse of sick and/or vacation time.

These guidelines are not intended to punish employees who are too ill to report to work or who experience occasional problems beyond their control; however, they will be used to change the behavior of those employees who abuse the use of their sick leave, are consistently tardy, and/or docked. 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 will be taken as detailed in **Departmental Policy 1-24, Superior Performance Program** .

SUBJECT ATTENDANCE STANDARDS	Departmental Policy No.: 3-7	Page 2 of 2
	Effective date: Upon Approval	



CITY OF HOUSTON
Public Works and Engineering
Department

Interoffice

Correspondence

To: Employee Name
Employee Number

From: Supervisor/Manager

Date:

Subject: **64 HOUR RULE**

Chapter 14-227 of the Houston Code of Ordinances states that all employees must provide medical documentation for any absences due to illness in excess of 64 hours in order to receive benefits during a benefit year. The benefit year begins September 1 of the current year and ends August 31 of the following year.

Receipt of this memo informs you that effective _____ you have exhausted _____ hours of sick leave.

Effective immediately, you must submit original medical documentation for any sick leave utilized through August 31, 2004. Failure to submit proper medical documentation will result in docked hours on your paycheck.

Additionally, this policy does not release you from the requirement to submit medical documentation each day you call in sick if you are presently on restrictive leave, nor does it prevent your supervisor from placing you on restrictive leave and recommending disciplinary action for unsatisfactory attendance.

Supervisor

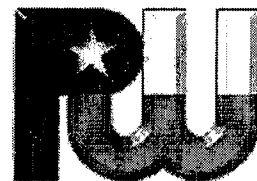
Employee Signature and Emp. #

Date

Original:Employee
Copy: Human Resources File



CITY OF HOUSTON PUBLIC WORKS AND ENGINEERING DOCTOR RELEASE/WORK STATUS



Today's Date: _____

Doctor's Name: _____
(printed)

Address: _____

Phone Number: _____

Date condition began: _____

_____ is currently under my professional care, was
(Patient's Name)
seen in the office on _____ and is released to return to duty on _____
(Date) (Date)

_____ with **NO RESTRICTIONS.**

_____ with the following restrictions/limitations: _____

Restrictions/limitations are expected to last through _____.
(Date)

_____ No Follow up is necessary.

_____ Follow up is anticipated. Patient's next appointment is
on: _____
(Date)

(Physician's Signature) (Date)

ATTENDANCE MONITORING FORM

Employee Name: _____ Employee No.: _____
Classification: _____ Meeting Date: _____

Your attendance is being monitored for the period of _____ thru _____
During this monitoring period, you have had _____ notice violations(s)
as indicated below:

You are reminded of Departmental Policy 3-38, Notice of Absence Policy, which states that
"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."

This review is intended to help you recognize attendance problems, offer assistance and
solutions that will enable you to improve your attendance or recognize your improvements.

If the monitoring period expires, and during that time you do not have any additional notice
violations, the periodic reviews may be suspended. However, if any subsequent
attendance violations occur, the corrective action guidelines would be reactivated.

Your next scheduled review will be on _____.

Employee Comments _____

Employee Signature Date

Supervisor Comments: _____

Supervisor Signature Date

JOB ABANDONMENT DOCUMENTATION FORM

Policy 3-7
Attachment D
Page 1 of 1
Revised 07/07/04

Employee Name: _____ Employee #: _____

Off Days: _____ Shift Hours: _____

Classification: _____

Dates Absent: 1) _____ 2) _____ 3) _____

1) Determine if the person is at home: (Finding) _____

Last known address checked was (street address) _____
(City with zip code, if known) _____

2) If home, did person acknowledge resignation? ☐ YES ☐ NO

Was resignation form* provided to employee?
(*Resignation forms should be taken along on all investigations) ☐ YES ☐ NO

3) If employee was not at home, were neighbors contacted? ☐ YES ☐ NO

If yes, (name/address) _____

4) Determine if employee has accepted other employment: ☐ YES ☐ NO

5) Determine if employee has been injured on-the-job, off-the-job, or if employee is ill.

(Finding) _____

6) Determine if the employee has been incarcerated:

City Jail:	Date	Time	Contact
247-8306	Called: _____	Called: _____	Person: _____
County Jail:	Date	Time	Contact
755-5300	Called: _____	Called: _____	Person: _____

7) Determine if a problem exists on the job or if there has been some other misunderstanding:

(Finding) _____

8) Determine if the employee is on Leave of Absence or has any Workers' Comp. activity pending:

(Finding) _____

9) Determine if employee is attending a training class: (Finding): _____

10) Other: _____

Supervisor

Date



CITY OF HOUSTON

Public Works and Engineering
Department

Policy 3-7
Attachment E
Page 1 of 1
Revised 07/01/04

Interoffice

Correspondence

To: Employee Name
Employee Number
CD Date

From: Manager/Supervisor

Date:

Subject: **Restrictive Leave**

Upon receipt of this memorandum, _____ will be placed on Restrictive Leave as defined in the following guidelines:

- (1) To be paid for sick time, the employee must provide the original written physician's certificate showing the date(s) he or she was under medical care, limitations (if any), and the date they may return to work. If no medical documentation is presented, the time(s) he or she called in sick will be changed to "absent" and the employee will be docked.

EXAMPLE:

Employee is absent February 3, 4, and 5. The employee returns to work February 6 with a physician's statement indicating he or she was seen on February 5 and may return to work on February 6. However, there is no mention of a medical reason why he or she was absent on February 3 and 4. Under this restriction, the employee will only be paid for February 5, if sufficient sick leave is available.

- (2) All medical documentation presented is subject to verification for authenticity.
- (3) Original medical documentation **must** be presented to his or her supervisor on the day he returns to work from sick leave - **no exceptions.**
- (4) If the employee is absent two (2) or more days per month, or shows a pattern of questionable attendance, his or her physician may be contacted for information regarding their physical health and ability to perform his or her duties.
- (5) The employee will not be eligible for unscheduled vacation while on restriction. The employee must apply for vacation no less than seven (7) calendar days in advance.
- (6) If it is necessary for the employee to be absent from work, the employee must contact his supervisor before the start of his scheduled work shift.

Supervisor

Employee Signature and Emp. #

Date