

**RESOLUTION NO. 2017-01**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING POL 306 ATTENDANCE POLICY.**

**WHEREAS**, Mason Transit Authority (MTA) desires to establish an attendance policy which ensures regular attendance that will minimize scheduling problems, reduce overtime costs and allow for smooth operations. Unscheduled absences cause service and scheduling problems as well as create additional work and stress for staff that are called in to fill in for the absent employee;

**NOW THEREFORE, BE IT RESOLVED** by the Mason Transit Authority Board that POL-306 Attendance Policy, a copy of which is attached hereto and incorporated herein, is approved and adopted.

Adopted this 17<sup>th</sup> day of January, 2017.

  
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Terri Jeffreys, Chair

  
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John Campbell, Vice-Chair

  
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Wes Martin, Authority Member

  
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Tracy Moore, Authority Member


  
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Randy Neatherlin, Authority Member

  
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Deborah Petersen, Authority Member


  
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Don Pogreba, Authority Member

  
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Ginger Seslar, Authority Member

  
\_\_\_\_\_  
Kevin Shutty, Authority Member

APPROVED AS TO CONTENT:   
\_\_\_\_\_  
Danette Brannin, General Manager

APPROVED AS TO FORM:   
\_\_\_\_\_  
Robert W. Johnson, Legal Counsel

ATTEST:   
\_\_\_\_\_  
Tracy Becht, Clerk of the Board

DATE: 1/17/2017



**Title:** Attendance Policy  
**Number:** 306  
**Effective:** January 17, 2017  
**Prepared by:** Rikki Johnson, Human Resources Manager  
**Approved by:** Board Authority  
Resolution No. 2017-01

## **POL-306 ATTENDANCE POLICY**

This policy applies to all Mason Transit Authority (MTA) employees. Employees represented by a union may be governed under the appropriate bargaining unit agreement.

### **1.0 Policy**

MTA's Mission ~ ***We provide transportation choices that connect people, jobs, and community, increasing the quality of life in Mason County.*** To accomplish this mission, it is imperative that every employee be present when scheduled to fulfill customer expectations.

As a public transit system with time-sensitive operations, it is essential and required that MTA employees report to work on the days they are scheduled to work.

Every effort should be made by the employee to schedule medical appointments during off duty hours and the employer may refuse to authorize an excused absence when the employee does not provide 24-hour advance notice of a scheduled medical appointment.

This policy details how unscheduled absences are counted for the purposes of maintaining excellent customer service throughout the business day and recognizes that both the employee and employer have certain responsibilities for ensuring good work attendance. Communication between the employee and manager at the earliest point is vital. It is the responsibility of the employee to discuss attendance issues with their manager when issues arise.

### **2.0 Purpose**

The purpose of this policy is to ensure regular attendance in order to minimize scheduling problems, reduce overtime costs, and allow for smooth operations. Unscheduled absences cause service and scheduling problems as well as create additional work and stress for staff that are called to fill in for the absent employee.



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### 3.0 Definitions

Term	Definition
<b>Excused Absence</b>	Absences are excused when a Time Off Request is submitted and approved by the Manager. Approved excused absences include: <ul style="list-style-type: none"> <li>• Family Medical Leave Act absence</li> <li>• Military leave</li> <li>• Jury or witness duty</li> <li>• Work-related injury or illness</li> <li>• Bereavement leave requested</li> <li>• Washington State Family Leave</li> </ul>
<b>Unscheduled Absence</b>	Call out on a scheduled workday without an approved Time Off Request.
<b>Pattern Absences</b>	Absences that show a pattern such as but not exclusive to unscheduled absences the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a specific day of the week, or a weekend; a specific or unique work day; or as sick leave is accrued.
<b>No Call / No Show</b>	Failure to report to work without proper notification to the employee's supervisor.
<b>12 –Month Window</b>	A period of 12 consecutive months determined on a rolling basis with a new 12-month period beginning on the first day of each calendar month.

### 4.0 Corrective Action

Attendance records will be reviewed by a manager or supervisor. If it is determined corrective action is needed, the corrective action will mirror the Performance Counseling policy.

If an employee's unscheduled absences become excessive, patterned or suspect, the supervisor may request that the employee submit a doctor's statement to substantiate the reason for the employee's unscheduled absence.



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Consecutive days of absence attributable to a single illness will be considered one occurrence. Non-consecutive occurrences for the same medical reason may be combined if the subsequent unscheduled absence is within five (5) days of the last day of the original unscheduled absence.

### **5.0 Coaching**

Four (4) unscheduled absences will be the basis for a coaching discussion between the employee and the supervisor. The purpose of the coaching session is to make the employee aware that he or she has been absent frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be kept by the manager for future reference.

### **6.0 Verbal Warning**

Six (6) unscheduled absences in a 12-month window will trigger a verbal warning with documentation in the employee's working file. The verbal warning, delivered by the employee's supervisor, serves to notify that the employee is in violation of MTA's policy and additional occurrences will result in further disciplinary action. At this point, the 12-month rolling calendar window will initiate back to the first unscheduled absence.

### **7.0 Written Warning**

After seven (7) days of unscheduled absences in a 12-month window, a written warning will be delivered by the employee's supervisor with a copy in the Personnel File.

### **8.0 Suspension**

After eight (8) days of unscheduled absences in a 12-month window, the employee will be issued a two (2) day suspension without pay.

### **9.0 Termination**

After nine (9) days of absence in a 12-month window, a review of termination will occur. In the event an employee has failed to show any improvement with respect to unscheduled absences, the employee will be terminated. If an employee is covered



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under a Collective Bargaining Unit, the employee has the right to Union representation at any formal meeting regarding the discussion of possible disciplinary action or termination. Any termination decision will be reviewed by the HR Manager or General Manager prior to dismissal.

# of Unscheduled Absences	Consequence
4 Unscheduled Absences	Coaching Discussion + Beginning of the 12-Month Window starting at the first unscheduled absence.
6 Unscheduled Absences	Verbal Warning
7 Unscheduled Absences	Written Warning
8 Unscheduled Absences	2 Days Suspension Without Pay
9 Unscheduled Absences	Review of Termination with Human Resources Manager or General Manager

#### 10.0 No-Call / No-Show

Not reporting to work and not calling to report the absence is considered no-call / no-show and is a serious matter. A no-call / no show will be reviewed by the Human Resources Manager and/or General Manager to determine appropriate discipline, up to termination. **Any no-call / no-show lasting three days is considered job abandonment and will result in immediate termination of employment.**

If the discipline process for attendance has already begun with an employee when a no-call / no-show occurs, the disciplinary process may be accelerated to the final step of termination.

Management may consider extenuating circumstances when determining discipline for a no-call / no-show and has the right to exercise discretion in such case (for example, if the employee is in a serious accident and is hospitalized).