

SUBJECT EPE SCORES: ATTENDANCE & PUNCTUALITY - RATING/WEIGHT	No. FA-115.01
	Effective Date JULY 10, 1995

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I. PURPOSE

1.1 To ensure that the Finance & Administration Department is consistent throughout the Department in evaluating and scoring the Employees Performance Evaluation regarding attendance and punctuality, and to ensure uniformity in practice and procedure.

II. SCOPE

2.1 This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives.

2.2 Definitions of Terms:

2.2.1 Attendance. Reports to work as scheduled. Gives required advance notice for scheduled absences. Unscheduled absences are reasonable /not excessive. There is no questionable pattern of unscheduled absences.

2.2.2 Punctuality. Available for duty at all scheduled times. Arrives promptly for meetings and appointments, leaves and returns from breaks/lunch on time, reports for relief duty as scheduled.

2.2.3 Absence Any time an employee is not present at the assigned work station during scheduled work periods for other than City related reasons. There are two kinds of absences: Authorized and Unauthorized.

2.2.4 Authorized (excused) absence. When the employee is unable to report to work and the supervisor approves the absence. Excused absences may be paid or unpaid.

2.2.4.1 Paid absence. Excused time off is paid out of accrued leave.

2.2.4.2 Unpaid absence. An authorized absence when there is no accrued leave available. (Maternity leave might fall in this category.)

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2.2.5 Unauthorized (unexcused) Absence. The supervisor does not approve the absence and the employee is docked for the time absent.

III. POLICY

- 3.1 The policy of the Finance & Administration Department is to expect that all full time and part time employees who receive an Effective for "Attendance" and "Punctuality" will work the prescribed work schedule, will maintain good attendance records and report for work when scheduled.
- 3.2 An employee must maintain an "Effective" rating in all other job duties and performance factors in order to be considered for a rating of "Strong" or "Outstanding" for "Attendance" and/or "Punctuality".
- 3.3 A rating above an "Effective" will generally require initiative and commitment on the part of an employee beyond the standard prescribed work schedule.
- 3.4 An employee shall not have been docked for any reason in order to receive a rating above "Effective" in "Attendance".
- 3.5 The weight assigned to "Attendance" must be consistent with whether employees can perform their jobs from alternate locations, or whether they must physically be at their assigned work stations.
- 3.6 The weight assignment for punctuality must be consistent with whether the employees must have preassigned hours or can be given flexibility in scheduling.
- 3.7 Division management approval is required before an employee can receive a rating above "Effective" in either category.
- 3.8 Employees considered for "Outstanding" shall in addition to perfect attendance be flexible in scheduling, and "on call" as needed. Exempt employees must have requested no compensatory time and worked additional hours on their own initiative. A Deputy Director or higher must approve an "Outstanding" in either category.

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3.9 The combined "weighted rating" for "Attendance" and "Punctuality" shall not exceed 25 points.

IV. PROCEDURE

4.1 The following are EPE scores based on annual absences due to sickness that can be used in EPE reviews.

RATING	NUMBER OF HOURS SICK
Outstanding ¹	0.00
Strong	0.0 - 8.0
Effective	8.01 - 64.00
Not Effective ²	64.01 - 96.00
Unacceptable ²	96.01+

- 1 - No emergency vacation taken in lieu of sick time.
- 2 - Extenuating circumstances or family leave may be considered as an overriding factor.

The following are EPE scores based on employee punctuality in arriving and reporting ready for work.

RATING	NUMBER OF OCCURRENCES A YEAR
Outstanding	0.00
Strong	1 - 4
Effective	5 - 8
Not Effective	9 - 12
Unacceptable	13+

The City policies related to weather conditions may be considered as mitigating circumstances.