

# Stark County Board of Developmental Disabilities

Transportation Procedure 05 Time Clock/Tardiness	Effective: 9/01/2015
Chapter 5: Program Services	Page 1 of 1

## **Reporting Time**

Each driver and rider is assigned a bus run. Each assigned route has a starting time and a depart time. Each Driver and Rider must start/depart his/her run as scheduled. All employees are assigned a starting time and must clock in properly.

## **Time Clock and Time Cards**

Drivers, Riders, Substitute Drivers and Substitute Riders are required to clock in and out for each run including field trips and any extra work assigned. All other transportation employees are required to clock in on arrival and clock out when leaving work. Employees are to use their Board ID badge to clock in and out.

Any employee, who clocks in/out for another employee, alters or falsifies time clock information, will be subject to disciplinary action.

## **Tardiness**

An employee who is late for work is tardy. Each tardiness shall be reported on the proper form by the tardy employee.

Tardiness will be addressed in the following manner:

1. After the 5<sup>th</sup> incident of tardiness within a 12 month period, management will counsel the employee and review procedure.
2. After the 6<sup>th</sup> incident of tardiness within a 12 month period management will issue a verbal warning.
3. After the 7<sup>th</sup> incident of tardiness within a 12 month period management will issue a Written Notice of Failure to Perform.
4. 8 incidents of tardiness within a 12 month period will result in a suspension.
5. Any further incidents of tardiness will result in additional disciplinary action up to and including termination.

Whether the employee is excused or unexcused shall be at the employer's discretion. The employee will, however, have the right to explain the situation to his/her immediate supervisor.

- A. If any employee who is late for work reports for duty after a substitute has been called to assume his/her duties, the late employee shall be sent home by his/her supervisor as No Pay Earned for that day.
- B. It is the employee's responsibility to fill out a tardy form and submit it to the office before the end of the next scheduled work day.