

8/15/23:

Current Program in CBA with proposed changes highlighted in red.

APPENDIX B

ATTENDANCE CONTROL PROGRAM

I. POLICY STATEMENT

In addition to Article 12.2 of the Working Agreement, the following program is being established to provide an additional practice for controlling chronic absenteeism.

II. RECORD MAINTENANCE

The Company will maintain individual records as to the number and reasons for absences accumulated by each employee.

III. ATTENDANCE YEAR

An employee's attendance year will begin with the first occurrence of a chargeable absence and shall end twelve months later. Once the attendance year starting date has expired, the new attendance year begins with the date of the next chargeable absence. The next chargeable absence will be that chargeable occurrence that came immediately following the original chargeable occurrence which started the attendance year. An employee's attendance year will be extended for the exact number of days that an employee may be off on a layoff or leave of absence during any given time.

IV. ABSENCE OCCURRENCE

- Any absence occurrence will be charged if an employee is absent for one scheduled working day – One (1) point.
- Partial Day Absences where employee works less than a full shift are one-half (1/2) point.
- Each single unexcused absence is three (3) points.
- If an employee is absent for more than one consecutive working day due to the same illness or injury only one absence occurrence will be charged provided verified proof is presented (that is doctor's written statement, etc.) within seven (7) days of the beginning of the absence. Consecutive absences of more than one day that are unverified by a doctor's written statement within seven (7) days of the beginning of the absence will be considered as an absence occurrence for each day of the absence. Unverified absences are those in which the employee failed to furnish medical proof.
- Every employee will be required to notify the Company at least one-half hour before the start of their shift on the first day of their absence and to indicate the reason for the absence, and if under doctor's care, the name and address of the doctor. This also applies if the doctor's care begins after the first day or if a change of doctors should occur. Failure to supply the Company with any of this information can be cause for an absence occurrence to be charged for each day of the absence regardless of the status concerning eligibility for disability pay.

V. EXCEPTIONS

A. Absences for any of the following reasons shall not be considered as an absence occurrence.

1. Injury on the job where the absence is authorized by an attending physician.
2. Vacation.
3. Holidays.
4. Company authorized leaves.
5. Any absence for which the employee was eligible and received payment under the rules governing the disability pay plan or absences involving hospital confinement will not be charged on attendance occurrence for the first such absence per attendance year. All other such absences will be charged one (1) absence occurrence regardless of eligibility for disability pay.
6. Official union business authorized in advance by the Company.
7. A summons to appear in court due to no fault of the employee.
8. Employees reporting to work without starting work who request to be excused and are granted will not be assessed an absence occurrence.
9. Employees reporting to work, who begin working, who request to be excused and are granted will not be assessed an absence occurrence.

VI. ATTENDANCE OCCURRENCE REDUCTION POLICY

~~Employees who work two (2) consecutive months without any absence occurrences will have their most recent absence occurrence removed. Employees who work another three (3) months, for a total of five (5) consecutive months, without any absence occurrences will have an additional two (2) most recent absence occurrences removed. Employees who work a total of seven (7) consecutive months without any absence occurrences will have all remaining absence occurrences removed. Absences listed under V. EXCEPTIONS will not affect the consecutive work time other than merely extending the time period by these number of days.~~

Employees who work 3 months without a ½ point or full point, your oldest occurrence (whether full or ½ point) on record will be removed.

VII. DISCIPLINARY ACTION

As an employee's absence occurrences accumulate during their attendance year, the Company will take action as follows:

- Progressive disciplinary action will begin when the employee has accumulated six (6) absence occurrences.
- There will, however, be a verbal **absence** warning given the employee following their fourth absence occurrence within an attendance year. At any time an employee's total absence occurrences fall below the four (4) level in a given year, another verbal warning will be given when the total absence occurrences once again reach the four (4) occurrence level.
- A written fault slip will be given the employee when the sixth (6) absence occurrence takes place.
- A strike will be issued when the eighth (8) absence occurrence takes place.
- An additional strike will be issued when the tenth (10) absence occurrence takes place.
- An additional and final strike will be issued when the eleventh (11) absence occurrence takes place. At that time, sufficient disciplinary action will have been taken so that discharge will result.

*No more than 2 (two) second (2nd) Absence Strikes will be issued in any 12-month period. If an employee's points reach the level for a 3rd Absence strike in a 12-month period, they will advance to Separation of Employment. *

1. Excessive tardiness will subject an employee to progressive discipline as follows:

- Five (5) late occurrences within a rolling 12-month period will result in a verbal warning;
- Eight (8) late occurrences within a rolling 12-month period will result in a written warning;
- 12 late occurrences within a rolling 12-month period will result in a disciplinary strike;
- 14 late occurrences within a rolling 12-month period will result in a 2nd disciplinary strike;
- 16 late occurrences within a rolling 12-month period will result in a 3rd disciplinary strike.

No late occurrences within a 7-month consecutive time period will result in all late occurrences within that rolling calendar year to be removed.

Per Missy - could have a separate tracking system for Tardy system and 2nd for absenteeism.