

Corporate Policies

SECTION: TERMS & CONDITIONS OF EMPLOYMENT
SUBJECT: Attendance

POLICY/PROCEDURE NO. 2.3.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 3

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation is committed to providing a high level of service to the residents of Brampton. Punctual and regular attendance by the employees of the Corporation is an expected condition of employment to ensure the Corporation's goals are achieved.

Attendance will be monitored by the supervisor and will be reviewed with the employee at least annually.

PURPOSE:

To ensure that all employees are aware that good attendance practices are critical to the success of the Corporation.

SCOPE:

All employees.

PROCEDURE:

1. RESPONSIBILITIES OF THE SUPERVISOR

a. Scheduling

- i. Work schedules will be determined by the supervisor and will be communicated to the employee in advance of the effective date.
- ii. Changes to an employee's work schedule, including starting and stopping times, may be required from time to time to meet operational requirements. The supervisor will endeavour to provide the employee with reasonable notice of a change in the employee's work schedule.

b. Monitoring

Supervisors will ensure that accurate and current attendance records are maintained.

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c. Review

A review of an employee's attendance and punctuality will take place as required to assist the employee in maintaining regular attendance at work and as a component of the employee's annual performance review.

2. RESPONSIBILITIES OF THE EMPLOYEE

a. Expectation

Employees are expected to report to work for the dates and times as scheduled by their supervisor.

b. Absence

It is the responsibility of the employee to notify his/her supervisor of their inability to attend their scheduled shift. Employees unable to report to work are required to advise their supervisor as soon as they are aware of the intended absence, the reason for the absence, and the probable duration of the absence. Such notice should be provided directly to the supervisor.

c. Inclement Weather

Employees should make every reasonable effort to attend work. However, they must use good judgment and be mindful first and foremost for their personal safety.

In the event an employee is unable to attend work due to inclement weather the employee will have the option, subject to the supervisor's approval, of:

- i. taking a vacation day;
- ii. using accumulated lieu time; or
- iii. making up the lost time at a time mutually convenient to the employee and the supervisor within 30 days of the absence.
- iv. Taking an unpaid leave.

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Sick pay may not be utilized for this purpose.

d. Consequences

Unscheduled absence from work without a satisfactory explanation is not acceptable and may result in disciplinary action, up to and including dismissal.

ACCOUNTABILITY:

Employees are responsible for maintaining regular attendance at work.

Supervisors shall monitor employee's attendance at work and shall assist employees in identifying strategies for maintaining good and regular attendance.

ADMINISTRATION:

Human Resources Division, City of Brampton 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Division