

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Tardiness

CHAPTER: V

SECTION: 6

EFFECTIVE DATE: 1/81

REVISION DATE: 4/89, 7/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

All employees are required to be at their work stations at their designated starting times. Failure to do so is considered tardiness, as is early leave, late return from lunch or break periods, and departure from the work station prior to the designated quitting time.

II. GUIDELINES

A. Attendance Records

Daily time and attendance records must be maintained accurately for each employee for actual hours worked and for actual lunch breaks.

B. Repercussions of Tardiness

1. Time and attendance is part of an employee's annual performance

evaluation. Chronic tardiness may be the basis for a less favorable evaluation, including the denial of a salary increment.

2. A dockage from salary does not excuse tardiness.
3. Chronic and excessive tardiness shall also be grounds for disciplinary action up to and including termination.