 **Tacoma Mill**

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| **POLICY NAME:**  | ***TACOMA MILL – ATTENDANCE POLICY***  |
| **DEPT/GROUP:**  | ***HUMAN RESOURCES***  |
| **POLICY SCOPE:**  | ***TACOMA HOURLY EMPLOYEES***  |
| **POLICY REGION:**  | ***UNITED STATES***  |
| **EFFECTIVE/LAST REVISION DATE:**  | **June 1, 2019** |
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| **APPROVED BY:** | ***John Brandt, Stace Gordon*** |

**PURPOSE:**

Establishes a policy for all hourly employees regarding attendance.

**POLICY**:

This attendance policy is an important part of the long-term success of the mill and the safety of all employees. We depend on everyone being present for work as scheduled in order to operate the plant efficiently. Each employee is an important member of the team. Therefore, it is essential we are all dependable and prompt. The policy recognizes that situations arise preventing employees from fulfilling their scheduled shifts on occasion; it also balances that reality with other policies and laws which provide both paid and unpaid time off that falls outside this policy.

**Foundational elements:**

* Attendance policy is a system based on the frequency of occurrences. This means that points (or instances) for purposes of disciplinary action result whenever an employee misses work for any reason not covered by the Labor contract or laws. No exceptions are granted for personal, individual reasons. Exceptions may be granted at the discretion of the HR Mgr.; circumstances such as tardiness due to severe weather that affects multiple employees may qualify as an exception.
* Absences and/or tardiness for approved Family and Medical Leave Act (“FMLA”) or other leave absence/tardy must be stated as such when calling in to your supervisor. Failure to identify absence as FMLA or another approved leave when calling in may result in the absence being treated as a normal occurrence. In addition, if an employee is leaving early and it is FMLA-related, your Supervisor must be notified. Failure to notify your Supervisor of a leave early as FMLA-related may result in the leave early being treated as a normal occurrence.
* Compliance with this Attendance Policy is the responsibility of the employee. The HR Dept. endeavors to track the number of points for each employee and notify his/her supervisor in a timely manner when a step of discipline is triggered.
* No call and subsequent no show for the shift results in formal investigation of the circumstances to determine appropriate level of discipline up to and including discharge
* Additionally, Supervisor has discretion to send employee home or allow them to work remainder of the shift when employee arrives greater than 2 hours late. If employee is less than 2 hours late, they automatically stay and finish their shift.
* Absences due to the following are not considered instances under this policy: on-the-job injuries, vacations, holidays, funeral leave, jury duty, military leave, union business, FMLA, Paid Leave Law.

**Definitions:**

* Absence (greater than 2 hours late or calling off entire shift) - results in 2 points. Multiple days missed for the same reason count as one absence or 2 points. Absences longer than 3 consecutive days requires documentation and a review by department management and/or HR Dep’t.
* Tardiness (clocking in more than 7 minutes past the start of shift or leaving early) – results in 1 point.

**Corrective Discipline will be administered according to the following:**

* Six (6) points within a 6 month (calendar) period: Oral Warning
* Two (2) additional points within 3 months following the date of the point that resulted in Oral Warning: Written Warning.
* Two (2) additional points within 3 months following the date of the point that resulted in Written Warning: Three (3) Day Suspension
* Two points are removed for each 6 month period of perfect attendance following the date of the last point given. Example, two (2) points are incurred on April 1st that results in a written warning and employee receives no more points through June 30th. If employee receives no more points through September 30th, last discipline level goes back to an Oral Warning. However, if employee receives 1 or 2 points between July 1st and Sept. 30th, (say Aug. 20th) that point does not result in a 3-Day Suspension but does reset the date of last point for the written to Aug. 20th. So any additional points between Aug. 20th and Nov 19th will result in 3-Day Suspension.