

Johnson County Transit Managed by Laidlaw Transit Services, Inc

ATTENDANCE POLICY

(Revised 5/12/2004)

This policy supersedes and/or replaces any previous and existing company rule or policy that refers to attendance or no shows. All employees will start with a clear attendance record and any attendance discipline will only reference attendance infractions from the effective date of this policy.

Each day, hundreds of passengers rely on Johnson County Transit, managed by Laidlaw Transit, to meet their transportation needs. To meet our important responsibilities to the public and our client, it is imperative that employees report to work regularly and on time. Laidlaw has developed an Attendance Policy designed to promote regular and prompt attendance and control employee absenteeism.

- ✘ Employees are responsible for notifying the dispatcher on duty and Operations Manager a minimum of one hour prior to their shift (in event the office is closed, a recorded telephone message is recorded and time stamped) that they will miss work due to illness. When calling in please be concise on if you will be absent for the morning route, afternoon route or both.
- ✘ Per contract, unscheduled vacation may be taken in lieu of a sick day and, if approved, will not be considered an attendance infraction. However, it must be requested at time the employee notifies the company of such absence whether by phone message or in person.
- ✘ Operators who have been off sick for three or more days are required to bring in a doctor's slip when they return to work. Absences of more than 5 consecutive days will require the employee to be placed on an unpaid leave of absence.

Policy

The attendance policy at Laidlaw is a "no-fault" system that works very much like a bank account. Upon the first day of the policy, all employees are given two fully credited accounts, described below:

Floating 90-day Account

10 Credits

Floating 12-Month Account

20 Credits

Each time an employee is tardy, absent, or no-shows, it will cost the employee a certain number of credits. Credits are withdrawn from the employee's account in accordance with the appropriate incident. Attendance incidents are defined below. Employees whose attendance incidents are so frequent that they deplete all credits in either the Floating 90-day account or the Floating 12-month account will be terminated.

Definitions

No Show: (3 Points and a one (1) day suspension)

- ✘ Failure to report to work within one (1) hour after the assigned report time.

Absence: (3 points)

- ✘ Failure to notify the company of absence at least one hour in advance of the assigned report time.

Absence: (2 points)

- ✘ Occurrences whereby an employee reports off work in accordance with the established call-in time requirements (minimum one hour before assigned report time). An absence due to illness or emergency related to "ONE REASON" only.

Example: An employee that is absent for the same reason for consecutive days and who meets the requirements for reporting time off would only be charged with two points (for one absence).

- ✘ However: If an employee notifies the company that they are returning from sick leave, they will be assigned in the next work schedule. If, prior to this next assigned shift, they notify the company that they are still sick, that will be considered a new absence and two more points will be charged.

Failure To Complete Entire Shift (less than 25%): (2 points)

- ✘ Reporting to work on time but working 25% of the assigned shift.

Failure To Complete Entire Shift (completing 25% or more): (1 point)

- ✘ Reporting to work on time and working 25% or more of assigned shift but not completing the entire assigned shift.

Tardy: (1 point)

- ✘ Reporting to work after an assigned report time. Once an employee is six or more minutes tardy, the company may assign the tardy operator's scheduled work to another available operator and then the tardy employee will be assigned to stand-by status.
- ✘ Up to two times in any 6-month floating period, operators may report to work up to 5 minutes and 59 seconds after their assigned report time out without incurring a tardy, so long as the employee performs a complete pre-trip vehicle inspection, performs all other required preparatory work and departs the yard at regularly scheduled departure time.
- ✘ Employees incurring three or more tardies in any floating 6-month period will be charged with a tardy for the third and all succeeding occurrences.

Safety Meeting Attendance

- ✘ Safety meetings are mandatory, employees are required to attend safety meetings as part of their job and they will be paid for attending. If for any reason an employee cannot attend a Safety meeting they must notify the Operations Manager prior to the scheduled meeting day. Only exception is if meeting falls during scheduled shift. Since safety meetings are considered a part of the job, the rules regarding No Show's, tardies, and absences apply.

Recognition and Incentives

- ✘ Any employee working three consecutive months with no attendance violations, including no late reports of any kind, shall have all active attendance points removed from their record and have a zero point status.

Discipline

✘ In A Floating 90-Day Period:

- 8 Points – Written Warning
- 10 Points – 2 Day Suspension
- 15 Points – 5 Day Suspension
- 20 Points – Subject to Termination

✘ In a Floating 12 Month Period:

- A total of 20 points in any floating 12-month period shall result in the employee being subject to termination.

Voluntary Quit

- ✘ If an employee fails to report to work for three (3) consecutive days without proper advance notice, it will be considered that the employee has voluntarily quit their job.

Notification

✘ Each time you have an attendance incident, you will be noticed in writing of your current point totals. You will need to sign the notices verifying your knowledge of your current point totals and the signed copy will be kept in your personnel file. It is your responsibility to always be aware of your attendance point status. If you ever have questions regarding your point's status, please see you Operations Manager.

Points-Free Exceptions

✘ The following types of absences will be excluded from this policy: schedule changed authorized by the Operations Manager; jury duty; military leave; court appearances under subpoena; FMLA leave; bereavement leave; removal of service by the Laidlaw doctor; occupational injury or illness; union business.

Laidlaw Attendance Policy
Employee Sign-Off Sheet

I acknowledge I have been given a copy of Laidlaw Transit Services Attendance Policy. I have read and understand it and accept the procedures as a working document, which I will support and follow in my daily work at Laidlaw Transit Services.

Employee Print Name Date

Employee Signature Date

Project Designee's Signature Date

Project Manager's Signature Date