

Attendance Policy

IBT Represented Employees

Effective Date: May 1, 2017

INTRODUCTION

The purpose of the Attendance Policy is to manage attendance in a fair and consistent manner. It sets forth a standard for acceptable attendance so that employees understand what is expected of them. It also details the disciplinary action to be taken when expectations are not met. An employee's attendance record contains a record of all absences from duty. It is used to establish and to document absence from work and tardiness.

APPLICATION OF POLICY

It is the intent of management to apply this policy in a fair and consistent manner. Management will consider mitigating circumstances for any issue covered under this policy.

DEFINITIONS

- **Absence** - Any single specific period of continuous time away from work for a single reason.
- **Occupational Injury Time/OCC** - Time absent from work due to an on-the-job injury.
- **AUTO/ANP (Authorized Unpaid Time Off/Authorized No Pay)** - Unpaid time absent from work, authorized by the company.
- **Reported Personal Absence** – Using the required process to alert the appropriate individual prior to the start of shift to report an unplanned absence from work for any reason.
- **Late Reported Personal Absence** - Using the required process to alert the appropriate individual after the start of shift to report an unplanned absence from work for any reason.
- **Tardy** – After notifying the Company, reporting for work after a scheduled start time.
 - Tech Ops – Up to 2 hours into work assignments, anything 2 hrs. or greater will be treated as personal absence
- **Minor Tardy** – First three (3) occurrences of tardiness of less than fifteen (15) minutes each in a rolling twelve (12) month period.
- **No Call, No Show (NCNS)** - Failing to use the required process to alert the appropriate individual (no later than the end of your regular shift, overtime assignment, or day or shift trade) to report an unplanned absence from work for any reason, accompanied by failing to appear for work.
- **Leaving Work Without Notification** – When an employee leaves work for any reason, including assigned overtime, without notifying the immediate Supervisor.
- **Leaving Work Without Permission** - When an employee leaves work for any reason, including leaving assigned overtime, having notified the immediate Supervisor, but without prior supervisor approval. (This does not include employees who fail to swipe / punch in and / or out. The latter will be treated as a performance disciplinary matter and not under the attendance policy).
- **Points** - A unit of measure used to track absence and tardiness.
- **Work** – A scheduled work shift or assignment including assigned overtime, and day or shift trades.



NON - ACCOUNTABLE ABSENCES

Absence from duty for the following reasons will not be assessed a point:

- Minor Tardy
- AUTO/ANP
- Vacations
- Holidays
- Trade Days Off
- Approved Leaves of Absence (i.e. EIS or UML, ELA, COLA, PLA, Educational Leave, Birth of a Child, Jury Duty, Witness Service, FML, Military Leave)
- Occupational Injury Time (OI/OCC)
- Company Declared Adverse Condition Day (officially declared by management)
- Non-Critical Illness in the Family (2 instances/6 days max in a rolling 12 months)

FAILURE TO SWIPE IN / FAILURE TO SWIPE OUT

Failure to swipe in or failure to swipe out will normally be treated as a performance disciplinary matter. However, if it is determined that an employee was also not present at work at his / her designated work time, it will be treated both as a performance issue and an attendance issue under this policy.

POINT INCENTIVE PROGRAM

Any employee covered by this policy that does not incur any type of absence which includes accountable tardies in all of the following five (5) months in a calendar year will receive one (1) point added to their points bank the following January. Points total will not exceed a cumulative of eight (8) points at any given time.

The following are absences that will not disqualify an employee from the Point Incentive Program: jury/civic duty, absence due to a family member’s critical illness/impending death, military leave (under 91 days), company-requested time off (under 31 consecutive days) or employees who miss work due to an approved Family Medical Leave and use either vacation or a personal holiday to be compensated for their time away from work. In addition, employees on paid suspension are eligible for point incentive pending the outcome of an internal investigation. If the suspension changes to an unpaid (disciplinary) suspension, the employee will be disqualified from point incentive. This list is not intended to be all inclusive.

<u>Technical Operations</u>
June
July
August
November
December



LEAVING WORK EARLY

Leaving work **WITHOUT** notifying management may be considered job abandonment and may result in termination of employment. All employees should ALWAYS obtain management approval prior to leaving work before the end of their shift.

Failing to report or leaving early after notice but **WITHOUT** the approval of management will be subject to imposition of 3 attendance points. In an effort to administer this provision fairly, special consideration may be given to individuals with extenuating circumstances. Leadership will determine the appropriate action upon review of the circumstances. Mitigating circumstances will be considered in order to arrive at a fair and consistent application of this policy.

ACCOUNTABLE ABSENCE

Accountable absences are applied to regular work shifts, overtime assignments, and day & shift trades. Employees are expected to report absences prior to the start of their work assignment. Accountable absences will result in the following point totals:

Leaving work without notification to immediate Supervisor	Up to Termination
No Call, No Show*	3 points
Leaving work with notification to management, but without permission	3 points
Late Reported Personal Absence	2 points
Reported Personal Absence	1 point
Tardy	½ point

* Two No Call, No Show events on consecutively scheduled work days may result in termination regardless of any other discipline on file.

PROGRESSIVE ATTENDANCE CORRECTIVE STEPS

For non-probationary employees, Management will track attendance points on a rolling 12 months of active service. Extended periods of unpaid or inactive status will not count in the calculation of a rolling 12 months. Attendance points will be frozen while an employee is on an unpaid or inactive status and will be re-activated once the employee returns to paid/active status. The 12 month calendar will then be re-activated. Notwithstanding the rolling 12 month calendar, if an employee reaches the level of Termination Warning, the employee will remain at Termination Warning and no points will be re-accrued for a full four month period from the date the employee is placed on Termination Warning. Following the 4 months, the employee's points will no longer be frozen, point re-accrual and placement of the appropriate level of discipline will follow the normal process outlined in this policy. No points will be re-accrued while pending a meeting due to prior absences.

If due to the occurrence of an absence(s) that results in the accumulation of points at a rate that outpaces the Company's ability to issue the letters and/or disciplinary steps and/or convene required meetings, the employee will be held accountable for the point total he/she accumulated and the appropriate "result" stated in the table below will follow (e.g., an employee is at 5 points and has four separate occurrences that reduces the balance to 1 point, this employee's point total will be 1 regardless of whether any letter was sent or meeting took place. The employee will be issued a Termination Warning). The Company's obligation to notify and counsel employees and provide for meetings as stated in the table below will be satisfied if a scheduled meeting or hearing does not take place due to an employee or Union representative failing to appear.



Employees will begin either with a balance of 7 points or the balance according to the employee’s attendance record prior to the implementation of this policy. See the conversion table on the last page. Points are deducted for accountable absences.

The following point system will be used to manage accountability for attendance:

Point Range	Results
7.0 to 4.0 points	Acceptable Attendance
3.5 to 2.5 points	Verbal Warning
2.0 to 1.5 points	Written Warning
1.0 to 0.5 points	Termination Warning
0 points	Termination

PROBATIONARY ATTENDANCE CORRECTIVE STEPS

Point Range	Results
4.0 to 3.0 points	Acceptable Attendance
2.5 to 2.0 points	Written Warning
1.5 to 0.5	Termination Warning
0 points	Termination
No Call No Show	Termination
Leaving Work Without Permission	Termination

UNACCEPTABLE ABSENTEEISM PATTERNS

If management, in consultation with Human Resources, determines that an employee exhibits an unacceptable pattern of absenteeism or lateness the progressive disciplinary steps may be accelerated. Patterns include, but are not limited to: repeated absence or tardy in conjunction with regular days off, vacation or holidays, being absent during the same time of the year(s), repeatedly being late on the same patterns of days, etc. Once management determines that a pattern exists they will provide the employee a one-time warning that an absenteeism pattern has occurred. The one-time warning will be given only once in the duration of the employee’s employment. After the one time warning, management will thereafter accelerate the disciplinary attendance corrective steps if they determine that a pattern exists.

ADDITIONAL CONSIDERATIONS

- In an effort to administer the program fairly, special consideration may be given to individuals with extenuating circumstances. Local leadership and Human Resources will determine the appropriate action upon review of the circumstances. Mitigating circumstances will be considered in order to arrive at a fair and consistent application of this policy.
- Use of pass travel while on sick leave without management permission may result in termination.
- Providing false documentation or explanation for an absence may result in termination.
- Falsely claiming sick leave may result in a termination.
- Absences, as determined by management, may require a doctor’s certificate. Excused absences as verified by medical or other documentation will be considered as part of an employee’s overall dependability record.

- As applicable, in locations where state/local Kin Care and mandatory sick leave are effective, employees will not be held accountable for those absences that are protected per the guidance of the law.

ONE TIME NON-PUNITIVE CONVERSION (Effective May, 1, 2017)

Former sCO employees

- Employees will retain their current point total. An employee will be moved to the next corresponding discipline level under the new schedule upon their next attendance infraction.

Former CMI employees

Former sUA Employees

*Previous Discipline	Converted Point Total
None	7.0
Counseling	5.0
Verbal Warning	3.5
Written Warning	2.0
Termination Warning	1.0

*Only Levels issued for dependability infractions should be applied.

Previous Discipline	Converted Point Total
None	7.0
Level 1	6.0
Level 2	5.0
Level 3	4.0
Level 4	3.0
Level 5	2.0
Level 6	1.0
Level 7	0.5
Level 8	0