

Attendance Policy Q&A

IBT Represented Employees

Feb 28, 2017

Questions & Answers

Highlights of Attendance Policy

- Attendance will be tracked separate from Discipline
- One Time Non-Punitive Conversion
- 7 point countdown system
- 12 month rolling calendar year timeframe
- Overtime and Shift/Day trades accountabilities included
- Termination Warning Point Freeze effective for a full 4 months.
- Elimination of Grace Period

Attendance Q&A

1. How do we convert employees?

- a. Within the policy there are conversion charts for a one time conversion which will take place once the policy is effective. Once it is determined what your new point total is, based on the conversion chart. Employees will retain their new current point total. An employee will be moved to the next corresponding discipline level under the new schedule upon their next attendance infraction. For transitional purposes, in no event will an employee be moved to Termination without first having been placed on Termination Warning.

2. We have some employees whose level and point total do not match?

- a. Once the new policy is effective, employees will be placed on the appropriate point level as determined by their previous absences. However, employee will not be issued a corresponding level of discipline at the date of conversion. An employee will be moved to the next corresponding discipline level under the new schedule upon their next attendance infraction. For transitional purposes, in no event will an employee be moved to Termination without first having been placed on Termination Warning.

3. At what point does management need to meet with the employee?

- a. At a minimum a meeting should occur at any discipline level. However if the employee outpaces the ability for management to meet with him/her, the company may move forward with propose the discipline level associated with the employee's point value to include termination.

4. What constitutes a pattern and how is it accelerated?

- a. An unacceptable pattern of absenteeism or lateness includes, 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.
- b. Once management in consultation with HR 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, in their sole discretion, they determine that a pattern exists.

5. How many points are deducted if an employee reports to work past the following timelines?

- **Tech Ops – Up to 2 hours into work assignments**

- a. If an employee reports to work past the defined tardy time listed above. The employee will incur a 1 point deduction which corresponds with an absence. Provided that the employee notified the company of their tardiness.

6. Are the point levels of discipline repeated each time a point total increases and decreases? (See Example)

- i.e. An employee is at a 2.0 point level (Written Warning) due to a personal absence (1 point infraction) that occurred 12 months ago, the 1 point will be re-accrued and the employee will be back up to 3.0 Points (verbal documented warning) after the 12 month period has lapsed with no other infractions. Weeks later the employee incurs another personal absence (1 point infraction) which puts the employee at 2.0 point level which will result in a Written Warning.
- a. Yes. Points will be re-accrued after 12 months which may result in reducing the level of discipline to a lower level, however the next infraction may result in bringing the employee to the next level of discipline. 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.

7. Will employees be awarded points for recognition or anniversaries?

- a. No, However if an employee has perfect attendance in the 5 months referenced in the policy they will be awarded a point, not to exceed 8 points

8. As points are re-accrued and the employees are placed in a lower level of discipline will another discipline letter be issued?

- a. No

9. What do you mean "One Time Non-Punitive" conversion?

- a. Once the policy becomes effective, all employees will be converted to the new point system, regardless of what the employees points convert into, an employee will not be issued a corresponding level of discipline at the date of conversion. An employee will be moved to the next corresponding discipline level under the new schedule upon their next attendance infraction. For transitional purposes, in no event will an employee be moved to Termination without first having been placed on Termination Warning.

10. What is intended by the Extended Period of Inactive Status or unpaid status?

- a. The policy states " , 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. The rolling 12 months will not freeze for those one or two days of unpaid or inactive status, it is intended for those larger lapses of times.

11. Do we freeze the rolling 12 months for all Company Leave of Absences? (i.e. education, maternity)

- a. Attendance points and the employees 12 month calendar will be frozen while an employee is on an unpaid or inactive status and be re-activated once the employee returns to paid/active status.

12. What comes first, point re accrual or point reduction if they occur on the same day?

- a. Point Re-accrual will occur first.

13. If an employee has a Reported Personal Absence (RPA) on 6/1/17 that brings him down to 1 point remaining and therefore places him on a termination warning. This will result in the employee's points being frozen for 4 months. If he had a point that was scheduled to re-accrue on 7/1/17 and one that was scheduled to re-accrue on 8/1/17 and the employee did not have any infractions during the 6 months his points were frozen. On 10/2/17 will he be up to 3 points remaining?

- a. Yes, the employee's point will re-accrue after the 4 month freeze.

14. An employee has a No Call, No Show on day one. On day two they call in sick. Do they receive a total of 4 points, 3 for the NCNS and 1 for the sick?

- a. The employee will have reduction of 4 Points, Every No Call No Show will be treated as a separate occurrence

15. If an employee coverts to 0 points at the effective day of the policy how is there discipline handled?

a. The employee will only carry over the 0 points and no discipline will be issued until there next infraction which will place them on a termination warning.

16. Is there a difference between an absence of 3 days or 20 days, do we assess points differently for employees?

a. No, an absence is defined as any single specific period of continuous time away from work for a single reason.

17. What if an employee comes to work and then goes home sick?

a. It will result in a one point deduction

18. If an employee calls in sick on Monday, Tuesday and Wednesday are regular days off, Thursday is day trade off , and Friday the employee does not come to work due to same illness, how is this handled?

a. This is one absence and result in a one point deduction given the employee notified the company through the normal process of the absence.

19. What is the policy for an employee who fails to swipe in or out of work?

a. 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.

20. If an an employee has zero (0) accountable absences in the qualifying five (5) months for the point incentive program but their points are frozen due a Termination Warning the following January, will they receive the point?

a. No. The employee will not receive the point..

21. Does a minor tardy disqualify an employee from the Point Incentive Program?

a. No. A minor tardy is consider a non-accountable absence.

22. Does a FMLA disqualify an employee from the Point Incentive Program?

a. Yes. To align with the Company's Perfect Attendance program, the same type of absences which includes accountable tardies will disqualify you.

23. If an employee has a Late Reportable Absence and the next day the employee is still out sick, how many points should be assessed?

a. Two (2) points, as this sick occurrence is related.