

ATTENDANCE

The Company and the Union agree that employee punctuality and attendance is a critical to efficient and cost effective operations. All employees are expected to be punctual and present at work on every workday, at their scheduled arrival time, unless ill, on vacation, or on other approved time off.

THE POINT SYSTEM - MONITORING ATTENDANCE -

A point system will be used to provide fair and consistent enforcement of attendance policy and to monitor attendance. Points are assessed on a rolling twelve month and no fault basis, i.e. regardless of reason for the occurrence, for occurrences described below except for occurrences due to protected FMLA leave, STD leave, vacation, holidays, jury duty, bereavement leave, military leave, and workers' compensation. Points for an occurrence will remain in effect for a maximum period of twelve (12) months from the date of the occurrence. Points for occurrences older than twelve months will be removed and otherwise have no effect.

The following definitions apply to the point system:

- **Absence** - An employee is not present for an assigned, scheduled work day/shift, or an employee is not present for one or more consecutive work shifts. An Absence can be one (1) day or several consecutive days.
- **Late/Tardy** - Failure to report to work at the start of a scheduled work day/shift, but reporting to work four (4) hours or less into the work day/shift. Arrival late by more than four (4) hours is considered an Absence. If the employee is to be late, a call must be made by the employee to inform his/her supervisor. If no call is made, it is considered Late with No Call, unless the supervisor is satisfied that the call to the facility or office was basically impossible to make. Note: All late time is unpaid.
- **Early Quit** - Leaving work before the scheduled end of work day/shift up to a maximum of six (6) hours early. If the employee leaves more than six (6) hours early, it is treated as an Absence.
- **No Show/No Call** - Failure to call the facility or office before the start of an employee's work day/shift to report an absence, unless the supervisor is satisfied that the failure to call the facility or office was excusable.

Points shall be assessed for the following reasons and in the following amounts:

<u>Reason</u>	<u>Points</u>
No Show/No Call	3 - 4
(First full day = Three (3) points; second full day = Four (4) additional points and a Decision Making Leave;* third consecutive day = job abandonment, resulting in termination of employment)	
Absence	1
Late with No Call	1
Late/Tardy with Call	1/2

Early Quit	1/2
Not Available when On-Call	3

During an employee's first ninety (90) days of employment, point values are doubled. Upon satisfactorily completing the probationary period, all point values in an employee's active record will revert to the normal values, however, any discipline given utilizing those points will remain in effect if the employee continues employment.

Points which accumulate in the following amounts shall result in the following disciplinary action:

<u>Point Total</u>	<u>Action</u>
2 - 3	On-going coaching and counseling
4	Level 1 Reminder (conducted by Supervisor)
5 - 6	Level 2 Reminder (conducted by Supervisor with approval of the Department Manager and Human Resources)
7 or more	Decision Making Leave (conducted by Supervisor with approval of the Plant Manager and Human Resources)
Next point	Termination of employment