



Personnel Policies

CITY OF WESLACO, TEXAS

ATTENDANCE AND PUNCTUALITY

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It is important that employees be at work on time every day and that they work the hours scheduled for their positions. Absenteeism and tardiness reduce the efficiency of City operations. More importantly, they place a hardship on co-workers who report to work regularly and punctually. Thus, both absenteeism and tardiness must be kept to an absolute minimum.

- Satisfactory attendance and punctuality are conditions of employment. Unsatisfactory attendance and tardiness will result in corrective action and/or termination of employment.
- An hourly employee who is late for work will forfeit pay for the actual time the employee is late, calculated to the nearest one-quarter (1/4) hour.

The City recognizes that occasionally employees may not be able to report to work on time or at all. It is the employee's responsibility to notify their supervisor before their usual starting time. If the immediate supervisor is unavailable, the employee must leave a message with any other supervisor in the department or the Department Head stating why the employee will be late or absent, when the employee expects to report to work, and a telephone number where the employee can be reached. Leaving a voice mail message or a message with a coworker is not sufficient.

Corrective action may be taken if an employee:

- Fails to timely notify the City as specified above.
- Is absent or late excessively.
- Does not have an acceptable excuse for being late or absent.

An employee may be required to provide a physician's statement documenting an absence relating to illness or injury which lasts two (2) or more consecutive work days and releasing the employee for return to work. Departments have the option to have more stringent rules.

Employees are subject to termination of employment if they are absent without acceptable notification or without satisfactory reason for such absence.

An employee who is absent without prior authorization for two (2) consecutive workdays will be considered to have abandoned the job at the end of their normal shift on the second day. It shall be the responsibility of the employee to provide Human Resources with acceptable documentation of any mitigating circumstances for final decision by the City Manager.

If an employee must be absent from work for more than two (2) consecutive workdays, the employee must apply for a formal leave of absence, in accordance with the City's provisions for leave.