



# POLICY AND PROCEDURES

**NUMBER:** 123

**SUBJECT:** Tardiness

**ACA STANDARDS:** None

**DIRECTOR:** Herbert Bernsen

**EFFECTIVE DATE:** 7/90

**REVISION DATE:** 12/20/84, 6/30/90, 9/97  
5/06, 11/06, 4/09, 11/13, 1/15, 9/15, 3/16

## I. POLICY

The St. Louis County Department of Justice Services shall ensure that all employees be responsible for reporting to duty at their scheduled starting time, in order to maintain the morale of the staff and to ensure the orderly operation of the facility.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. DEFINITIONS

Tardiness: Failure to report to the assigned shift briefing, work site or duty station, in proper uniform and ready for work, within three (3) minutes of the scheduled starting time.

## IV. PROCEDURES

All staff shall be encouraged to arrive five (5) to ten (10) minutes prior to the staff briefing. This will allow the staff the opportunity to exchange greetings with co-workers, discuss issues pertinent to the operation of the facility and to develop a positive work environment between staff from various areas of the facility. It is extremely important that all supervisors operate consistently within the following procedures to ensure that all staff are treated fairly when reporting late for duty.

A. Tardiness

- [1. If an officer will be reporting for duty after the scheduled starting time, he/she shall *contact* the Watch Commander on duty by phone at least two (2) hours prior to the designated reporting time. Administrative staff and Corrections Case Managers will inform their immediate supervisor, by phone, at least two (2) hours prior to the designated reporting time. All other non-custody staff will also report to the Watch Commander, who will be responsible for notifying that employee's supervisor.]
2. If an employee fails to call or reports for duty after the three (3) minute discretionary period, he/she will be charged for the appropriate PTO/vacation time. The Watch Commander will determine when an officer is tardy and will notify the officer when PTO/vacation time will be charged. The official time will be displayed on the clock in the Roll Call Room and it will be the responsibility of the relieving Watch Commander to verify that the clock is operating properly and the time displayed on the clock is correct. The Housing Unit Supervisor (Lieutenant) will be responsible for determining if an officer is tardy on days that shift specific briefing is held on the housing unit floors. The Housing Unit Supervisor will notify the Watch Commander of any tardies on his/her floor.

NOTE: In either case, the employee will be charged with unscheduled time off and noted as tardy.

3. If an employee is recorded as tardy three (3) times in a sixty (60) day period, the employee's supervisor shall issue a Letter of Warning to the employee. A copy of the Letter of Warning will be retained by the employee's supervisor and placed in the employee's file.
4. If an employee is tardy four (4) times in a sixty (60) day period, the employee's supervisor shall be responsible for meeting with the employee and developing an Action Plan to solve the problem.
5. If a particular employee abuses the policy on tardiness, the Unit Manager shall have the authority to initiate the appropriate action (i.e., Action Plan, revoking the call-in procedure and/or the three (3) minute discretionary period) for the employee.

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B. Guidelines for Action Plans Regarding Tardiness

1. If an employee is placed on an Action Plan for tardiness he/she will remain on the Action Plan for ninety (90) days.
2. An employee placed on an Action Plan for tardiness will not be allowed to use vacation time or compensatory time to replace the time he/she is tardy. The employee will not be compensated for this time.
3. An employee who is tardy for duty more than three (3) times while on an Action Plan for tardiness will be in violation of the Action Plan.
4. If an employee fails to successfully complete an Action Plan for tardiness, the following consequences will be progressively imposed:
  - a. If an employee fails to complete the Action Plan, he/she will receive a Letter of Caution.
  - b. If an employee at any time violates the tardiness policy within a two (2) year period of successfully completing an Action Plan, progressive discipline will follow. Examples include, but are not limited to:
    - (1) Letter of Caution,
    - (2) Letter of Reprimand
    - (3) one (1) day suspension,
    - (4) three (3) day suspension,
    - (5) 5 day suspension, and
    - (6) other discipline up to termination.

NOTE: A second Action Plan will not be initiated for this type of infraction during this two (2) year period. The (2) year period extends until such time as the employee has no violations/disciplinary actions for two consecutive years.

c. If an employee at any time violates the tardiness policy within a two (2) year period of failing an Action Plan, progressive discipline will follow, examples include but are not limited to:

- (1) Letter of Reprimand
- (2) one (1) day suspension,
- (3) three (3) day suspension,
- (4) five (5) day suspension, and
- (5) other discipline up to termination.

NOTE: A second Action Plan will not be initiated for this type of infraction during this two (2) year period. The (2) year period extends until such time as the employee has no violations/disciplinary actions for two consecutive years.

5. The immediate supervisor shall be responsible for completing the Action Plan process in accordance with Policy #125 Employee Action Plans.

C. Emergencies

1. If the supervisor determines that a personal emergency has prevented the employee from reporting on time and that the tardy should not be recorded, he/she shall:
  - a. Document the actual reporting time in the shift report and enter a description of emergency circumstances.
  - b. Review the situation with the Superintendent of Security or the Unit Manager, who has the authority to approve the time off without being marked tardy.
2. If the employee is non-custody, his/her supervisor will review the situation with the Division Superintendent.



