

Attendance Guidelines for Non-exempt Employees NRECA Lincoln Effective January 2018

Objective

NRECA Lincoln is a service organization and is committed to providing Service Excellence to the NRECA membership and organization. To meet our service obligations, regular attendance is an essential function of every position; therefore, it is important and expected.

NRECA Lincoln recognizes that employees will be absent from the workplace on occasion; however, excessive absences from work and/or tardiness has a negative impact on the NRECA's reputation and our ability to meet established service commitments. Regular attendance is an essential job function of every position and NRECA Lincoln depends on employees to be reliable and punctual in reporting for work in order to ensure the efficient operation of the organization and provide Service Excellence. Each employee is expected to manage his/her health and personal responsibilities in a manner which does not undermine team morale, employee engagement, or production standards.

Definitions and Terms

Calendar Year – January through December.

Scheduled Absence (PTO-Vacation) – Any absence that is planned in advance and approved by the employee's manager giving the manager as much notice as possible. Examples of scheduled absences are PTO for vacation, personal appointments, teacher conferences, or any other personal activity. Scheduled absences allow for the manager to ensure there is adequate staffing for the department so that member services are not disrupted especially during the department's peak season and during the holiday season.

Unscheduled Absence (PTO-Sick) - 1) When an employee notifies their manager any time after the end of their scheduled shift on the preceding work day to say they will be absent that day. Examples of unscheduled absences include, but are not limited to, absences due to a personal or family illness, transportation delays, inclement weather, emergency homeowner repairs, etc. 2) When an employee arrives to work late or leaves work early unexpectedly and the time is not made up. See "Make-up Time for Non-Exempt Employees" below. There are special rules that apply to absences protected by the Family Medical Leave Act and Americans with Disabilities Act accommodations, and must be coordinated through Human Resources.

Occurrence – An unscheduled absence for one day or consecutive work days. It is only one occurrence when an employee misses one or more consecutive work days due to the same illness, injury or other incident.

Inclement Weather - If an employee misses a partial day due to poor weather conditions resulting in difficult road conditions and the time cannot be made up, then the partial day does not count as an occurrence of unscheduled absence. If an employee misses a full day of work due to poor weather

conditions and has not notified their manager during the preceding work day, then this is an unscheduled absence that will be considered an occurrence.

Make-up Time for Non-Exempt Employees – Hours missed during the week may be made up if approved by the manager and made up in the same work week and subject to certain limitations. Employees are not permitted to use their break time to make up time and they can't make-up a full day's absence. Employees may be permitted to make up time during their lunch hour if approved by their manager; however, to comply with the Fair Labor Standards Act the employee must either take a full 45-minute lunch break or no lunch break at all.

Tardy – When an employee does not report to work in time for their scheduled start time.

No Call/No Show – Any incident of a “no call/no show” is subject to disciplinary action up to and including termination. Any employee absent from work for three consecutive days without notifying his/her manager is considered to have abandoned the job and will be processed as a voluntary resignation, effective the last day worked.

Employee Expectations

- Be on time and ready to begin their work at the scheduled time.
- Notify their manager as soon as possible using the manager's preferred method if they can't work (email, text, and voice message).
- After being absent for more than three days for their own or immediate family member's same illness or injury, employees will be able to use Extended Illness hours by providing the HR Leave Administrator with the proper supporting medical certification forms. The employee will need to request a medical certification form from the HR Leave Administrator, have their doctor complete it and return the form to Human Resources before the leave can be approved.
- Notify their manager if they know they will be tardy and when they plan to arrive. The manager will determine if the time can be made up.
- Manage PTO hours. When PTO is exhausted, the employee may request leave without pay for further absences but will only be granted for compelling cause shown with the exception of unpaid leave pursuant to FMLA. The employee needs to keep track of their hours throughout the year to prevent a negative balance at year-end.

Manager/Supervisor Expectations

- Develop and maintain fair and equitable work schedules to ensure Service Excellence and to meet the operational needs of their department.
- Review the attendance guidelines with employees and communicate their expectations.
- Maintain optimal attendance and work to resolve absenteeism and tardiness in their department.
- Consult with Human Resources early on in employee absenteeism situations where disciplinary action is warranted.
- Maintain accurate documentation and controls necessary to support employee Accountability for attendance, counsel the employee when warranted, and carry out disciplinary action if appropriate. Documentation may include attendance records, incident documentation, records of warnings regarding attendance, copies of all disciplinary actions taken, and any other facts that may have a bearing on the employee's unsatisfactory attendance.

Step Discipline for Unscheduled Absenteeism or Tardiness in a Calendar Year

- No disciplinary actions will be taken without the direct involvement of Human Resources as counsel to management.
- Management reserves the right to use its discretion in applying this policy under special or unique circumstances, subject to review and approval by the Lincoln Leadership team.
- Habitual offenders (those who have established a pattern of absences, such as consistently having seven or more occurrences in a calendar year period or routinely calling in on Mondays or Fridays) may trigger step disciplinary action even if it occurs in the following calendar year.

The table below defines when disciplinary action will be taken for employee absenteeism or tardiness:

- Disciplinary action will be in accordance with NRECA's Corrective Action Policy 6.6 and the guidelines set forth in the table below.
- The steps are given as a guide to help managers deal with excessive absenteeism and/or tardiness in a predictable and consistent manner.
- Any of these steps, including termination, may be the first or only step in the process.

Number of Occurrences	Recommended Disciplinary Action
7 th unscheduled absence or tardiness	Verbal warning
8 th unscheduled absence or tardiness	Written warning
9 th unscheduled absence or tardiness	Final written warning and possibly suspension with or without pay
10 th unscheduled	Termination of employment