



## Delaware State University

**University Area(s) Responsible:** Office of Human Resources

**Policy Number & Name:** 4-15: Employee Tardiness Policy

**Approval Date:** 11/4/13

**Revisions:** \_\_\_\_\_

**Reviewed:** \_\_\_\_\_

**Related Policies & Procedures:** 4-14: Leave Policy

### 1. Purpose

Timely and regular attendance is a performance expectation of all Delaware State University employees. Good attendance habits form an integral part of every employee's job. Attendance and punctuality are very important parts of positions within the University. Absenteeism can place a burden on other employees required to perform an employee's duties. Absenteeism and tardiness can cause scheduling problems for the department and can adversely affect our ability to serve our students.

### 2. Policy

- 2.1 It is the policy of Delaware State University (DSU) that all employees report to work on time as scheduled.
- 2.2 During the probationary period tardiness is subject to zero tolerance and shall lead to termination of service.
- 2.3 Supervisors are expected to enforce the University's Employee Tardiness Policy.
- 2.4 An employee who is excessively late may be subject to disciplinary action, up to and including dismissal.
- 2.5 Excessive tardiness is determined on a case by case basis.
- 2.6 Tardiness caused by a verified, unforeseen circumstance beyond the control of the late employee may be excused at the discretion of the employee's Department or the Department Head's designee. A late employee may be required to provide proof of the circumstance(s) beyond their control.

2.7 A denied request to excuse tardiness due to unforeseen circumstances may be appealed to the Associate Vice President for Human Resources. The decision of the Associate Vice President is final.

### **3. Definitions**

**3.1 Absenteeism** – failure to report for work without prior approval of the supervisor of the director.

**3.2 Tardiness** – any unauthorized absence (including breaks or meals) that results in an employee’s arrival to their desk or work location after their scheduled start time or early departure from work.

**3.3 Unforeseen circumstances beyond the control of the employee** - encompasses circumstances, which cannot be anticipated, after the employee leaves for work (e.g., elevator breakdowns, ferry crashes, private transportation breakdowns).

### **4. Procedure**

**4.1** Employees are expected to call their supervisors at least one hour prior to their regular start of duty if they are going to be absent or late.

**4.2** Each department supervisor must ensure that the Employee Tardiness Policy is being enforced.

**4.3** Any University employee that violates the Employee Tardiness Policy will be subject to progressive discipline according to the respective Collective Bargaining Agreement and or University policy.

**4.4** Department or Unit heads shall work with the Office of Human Resources whenever progressive discipline is warranted.

#### **4.5 Staff Enforcement Progression**

**4.5.1** At the first and second instance of unscheduled absence or tardiness, the employee should receive verbal counseling. The date and time of such counseling should be documented.

**4.5.2** After three unscheduled absences or tardiness in a 2 month period the employee should receive a written warning informing them that any additional occurrences may result in further disciplinary action.

**4.5.3** Should there be no improvement noted in the employee’s absenteeism and or lateness a suspension without pay shall be imposed a suspension without pay.

**4.5.4** Additional occurrences after a suspension will result in termination of employment.

### **5. Notice**

The University reserves the right to change this Policy as necessary without prior notification.

### **6. Responsibility**

DSU expects all employees to conduct themselves in accordance with all legal requirements and University policies that apply to their position. This includes but is not limited arrival to work at the designated time.