


MEMORANDUM

To: All Contractual Employees
From: Fern M. Kohler, Deputy General Manager 
Date: February 11, 2004
Subject: Revised Attendance Policy

Attached is a revised Attendance Policy. The Policy's revisions are retroactive to the effective date of the policy on July 1, 2003. The attached Policy indicates the changes by showing new language in red print and deleted language in blue with strike through marks.

The changes are very few in actual words, but are very important for employees. With these changes, once an employee is placed on warning, it takes another "Occurrence" to trigger the next step in discipline as opposed to "Next incident of any kind" as in the initial policy. This change is a little more favorable for employees.

Both "incidents" and "occurrences" are defined in the policy. Please read it carefully. Your departmental director should be able to answer any questions you may have.

Kansas City Area Transportation Authority
ATTENDANCE POLICY FOR CONTRACTUAL EMPLOYEES
Effective July 1, 2003
(Revised February 12, 2004; Retroactive to July 1, 2003)

Dependable individual attendance performance is an essential job responsibility, which must be fulfilled by all KCATA employees. Excessive absenteeism compromises service reliability, diminishes internal support function effectiveness and erodes operating budget efficiency.

All employees of the KCATA are expected to be at work daily and to maintain excellent individual attendance records. All employees should strive to be present for work, on time, for every scheduled workday and agreed to RDO and other overtime assignments. To the extent possible, all employees should not permit personal matters and responsibilities to interfere with work assignment obligations. Employees should allocate time so that personal and work obligations are both satisfied.

It is in the best interest of the agency, the workforce and KCATA's customers for employees to meet their individual attendance obligation.

I. Purpose

The purpose of the Attendance Policy is to reinforce to employees the importance of regular attendance and to provide and encourage corrective action for those employees who do not fulfill their attendance obligation.

II. Applicability

The Attendance Policy applies: (1) to full-time and part-time non-probationary employees of the Transportation, Maintenance and Office-Clerical seniority units, unless otherwise stipulated in specific sections; and (2) includes all absences and incidents of tardiness for any work assignments, including agreed-to RDO and other overtime assignments.

III. Responsibilities

Each employee is responsible for understanding and monitoring personal standing with respect to the Attendance Policy. Employees may inquire as to individual standing when appropriate. Employees will report to supervisors in a timely manner for counseling and discipline when notified to do so.

Employees absent or unavoidably delayed must report by telephone the reason for such absence or delay to the designated person in each department. Notification must be given prior to the start of the employee's work shift. Employees must properly report absences, or be subjected to disciplinary action.

Employees may be required, upon request, to provide documentation (for example, a physician's excuse/statement) acceptable to KCATA for absences.

IV. Effective Date

This Attendance Policy is effective, July 1, 2003, and supersedes all previous attendance-related bulletins, memos and policies. Tracking and monitoring of attendance will commence with the effective date of the revised policy.

V. Attendance Policy Overview

The Attendance Policy focuses on an employee's attendance for any rolling six-month period. When an employee's attendance during a rolling six-month period reaches the specified limit in one or more of the following three categories:

- number of absence **occurrences**,
- number of total **days absent**, or
- number of **patterned absences**,

the employee is placed on **Warning**. Employees will be notified in writing upon being placed on **Warning**. When on **Warning**, subsequent ~~absences and/or~~ occurrences will subject affected employees to progressive disciplinary action. Once placed on **Warning**, employees will remain on **Warning** until the number of absence occurrences, number of total days absent, and/or number of patterned absences is less than the specified limits established for the three categories for the current rolling six-month period (**refer to "Attendance Policy and Disciplinary Actions for Contractual Employees" summary chart**).

Those absences and occurrences, which are designated as eligible under the Family Medical Leave Act (FMLA), will not be considered (will not be counted) for the purpose of applying the provisions of the Attendance Policy.

VI. Definitions and Stipulations

Category (Incident) - Absenteeism categories include: a) occurrences; b) day/days absent; and c) patterned absences.

Occurrences - An occurrence is any failure to report for or to remain at work as assigned – full, partial and multiple consecutive day absences. Occurrences include absences not defined as authorized (see VI. Authorized Absences).

Days Absent - Days absent are the accumulation of total full days that an employee fails to report for work as assigned. Missed assignments and late arrivals, for the purpose of the policy, are not counted as days absent. Missed assignments and late arrivals are counted as occurrences only.

Patterned Absences - A patterned absence is a full or partial day absence that occurs on or adjacent to paid holidays or paydays, or adjacent to regular days off (RDOs) or vacation. However, patterned absences are not limited to the examples cited, and may include any absence/absences that constitute a recognizable and recurring pattern.

Late Arrivals (Late) - A late arrival is an employee's failure to report within five minutes of an assigned starting time, after having notified the appropriate supervisor prior to the assigned starting time that the employee will be late.

In Transportation, the late full-time employee will be placed at the bottom of the Extra Board at half-rate show up or will be released at the discretion of the supervisor. Part-time employees may be reassigned.

In Maintenance and Office-Clerical, the employee may be assigned a new report time or be released for the day at the discretion of the supervisor.

Neither re-assignment nor release excuses the charge of an occurrence for late arrivals.

Each late arrival, including late arrivals that occur on consecutive scheduled workdays, will be counted as a separate occurrence.

Employees of all seniority units who fail to report for work or who fail to secure a supervisory release for the day after reporting a "late arrival" will be charged with two occurrences.

Missed Assignments (Miss) - A missed assignment is the failure of an employee to notify the appropriate supervisor and failure to report prior to an assigned starting time.

In the Transportation Department, full-time employees who miss an assignment will be placed on the bottom of the Extra Board at half-rate show up or will be released at the discretion of the supervisor. Part-time employees may be reassigned.

In the Maintenance and Office-Clerical Units, an employee who misses an assignment and who makes contact with the immediate supervisor during the employee's assigned shift, will be reassigned or released for the day at the discretion of the supervisor.

Neither re-assignment nor release excuses the charge of an occurrence for missed assignments.

Each missed assignment, including missed assignments that occur on consecutive scheduled workdays, will be counted as a separate occurrence.

Failure on the part of any employee of any seniority unit to make contact with the immediate supervisor during the employee's scheduled shift will result in a charge of two occurrences.

Authorized Absences – No Penalty – Contractually authorized absences include: military leave; bereavement; birthday; floating holiday; suspension; excused union business; jury duty; paid holidays on which employee is not assigned to work; vacation; FMLA-eligible/approved absences; absences due to work-related injuries; and Off OK.

Job Abandonment – When an employee fails to contact the appropriate responsible departmental authority for three consecutive workdays, the employee shall be deemed to have abandoned the job, and termination of employment shall occur immediately, subject to review by the Departmental Director.

Off OK – No Penalty (Excused) – In the Transportation Department only, bus operators can be designated as "Off OK/Excused – No Penalty" at the discretion of the departmental supervisor, usually the dispatcher, provided it is justifiable, usually as a result of extra board overstaffing.

Leaves of Absence – Per the labor agreement, the Authority maintains the right to grant or deny a request for leave of absence and extensions of a leave of absence. A leave of absence shall be any excused absence from work, with or without pay and/or benefits. A request for leave (or extensions of leave) must be given to the Supervisor or Foreman and include reasons and amount of time required, and must be approved by the Departmental Director or designee.

When a leave of absence is expected to be for less than thirty (30) consecutive days, permission for such leave may be applied for on an informal basis prior to the employee going off duty, if practical to do so. In any event, permission must be applied for within forty-eight (48) hours thereafter, except when good cause is shown. Any extension of such leave that extends the combined leave to thirty-(30) consecutive days or more must be submitted in writing.

All other requests for leaves of absence of thirty- (30) consecutive days or longer must be submitted in writing.

Leaves of absence will be counted as occurrences and days absent for the purpose of the policy, unless designated as FMLA-eligible or otherwise specifically approved in writing by the departmental Director.

Any employee taking a leave of absence for a reason not approved in writing by management shall have automatically terminated his/her service with the

Authority. As a general rule, full-time employees of the Authority are prohibited from working elsewhere while on a leave of absence.

Family Medical Leave Act - FMLA requested leave will be processed in accordance with KCATA's Family Medical Leave Act Policy.

Approved FMLA-eligible leave is excluded (not considered; not counted) for the purpose of administering the Attendance Policy.

Winter Weather Policy - When snowfall accumulation is significant or when roads are ice-covered, late arrivals and missed assignments will be excused for employees at the discretion of the Department Director or designee, if affected employees arrive for work within one hour of scheduled reporting times.

Warning – When an employee reaches the stipulated maximum limit for one or more of the three qualifying categories during any rolling six-month time period, the employee is placed on **Warning**.

When on **Warning**, an employee is subject to three-step progressive corrective/disciplinary action. Additional occurrence, day absent, and/or patterned absence will prompt the progressive disciplinary response (see **“Attendance Policy and Disciplinary Actions for Contractual Employees”** summary chart).

VII. Frequently Used Acronyms

BD	Birthday
BR	Bereavement Leave
D	Suspension (discipline)
DDAP	Distinguished Driver Award Day Off
EOM	Employee of the Month
FMLA	Family Medical Leave Act
FH	Floating Holiday
H	Holiday
HOW	Held Off Work
HRS	Hours
JA	Job Abandonment
JY	Jury Duty
L	Late
LL	Late and no show
LS	Left Service
LV	Leave
M	Miss
MM	Miss and no show
ML	Military Leave

Acronyms Continued

M+	Maintenance Plus bonus day off
OJI	On Job Injury
PA	Planned Absence
PDA	Partial Day Absent – counted as occurrence, only
POJ	Part-time – Other Job
RDO	Regular Day Off
S	Employee Sickness
SN	Sickness of Immediate Family Members
UA	Unauthorized Absence
UB	Authorized Union Business
UPA	Unplanned Absence
V	Vacation
X	Off OK – No Penalty (not counted)

**Kansas City Area Transportation Authority
ATTENDANCE POLICY AND DISCIPLINARY ACTIONS FOR CONTRACTUAL EMPLOYEES**

Category	Definition	Placed on Warning	Next Occurrence Incident of Any Kind	Next Occurrence Incident of Any Kind	Next Occurrence Incident of Any Kind
Occurrence	An occurrence is any failure to report for work as assigned – full, partial and multiple consecutive day absences. Includes sick, family illness, planned absence unplanned absence, unauthorized absence, late arrivals, and missed assignments.	<p>Threshold = 6 during any consecutive, rolling six month period</p> <p>Action:</p> <ul style="list-style-type: none"> • Written Notification to Employee and Union (specific occurrences to be cited in Notice) <p>Optional:</p> <ul style="list-style-type: none"> • Counseling with supervisor • EAP Referral 	←	←	←
Days Absent	Accumulation of full days that an employee is not at work as assigned. Missed assignments and late arrivals are not counted in this category, if employee reports to work as reassigned or is released by supervisor.	<p>Threshold = 12 during any consecutive, rolling six-month period</p> <p>Action:</p> <ul style="list-style-type: none"> • Written Notification to Employee and Union (specific days absent to be cited in Notice) <p>Optional:</p> <ul style="list-style-type: none"> • Counseling with supervisor • EAP Referral 	←	<p>Supervisory Action:</p> <ul style="list-style-type: none"> • Union Representation • Complete Review of Employee's Record • Final Warning Issued to Employee and Union <p>Optional Action:</p> <ul style="list-style-type: none"> • Drug/Alcohol Testing • EAP Referral 	<p>Supervisory Action:</p> <ul style="list-style-type: none"> • Union Representation • Complete Review of Employee's Record • Final Warning Issued to Employee and Union; Subject to 2-day Suspension <p>Optional Action:</p> <ul style="list-style-type: none"> • Drug/Alcohol Testing • EAP Referral
Patterned Absences	Full or partial day absence on or adjacent to holidays, paydays, RDO, vacation, weekends, or other distinguishable patterns.	<p>Threshold = 4 during any consecutive, rolling six-month period</p> <p>Action:</p> <ul style="list-style-type: none"> • Written Notification to Employee and Union (specific patterned absences to be cited in Notice) <p>Optional:</p> <ul style="list-style-type: none"> • Counseling with supervisor • EAP Referral 	←	←	←