

**TOWN OF NEEDHAM  
TARDINESS AND FAILURE TO REPORT TO WORK POLICY  
PERSONNEL ADMINISTRATION #404**

---

**I. PURPOSE AND SCOPE**

The purpose of this document is to ensure proper coverage in all offices and work locations in order to maintain the highest level of service to the taxpayers of Needham. This policy defines the Town's expectations of employees and describes management's course of action in monitoring and controlling tardiness and failure to report to work.

**II. APPLICABILITY**

This policy applies to all paid appointive positions in Town Service excluding those employees under the supervision and control of the School Committee and the Glover Memorial Hospital. This policy does not apply to management employees who do not work regularly scheduled hours, and who are required to work as many hours per week as may be required by the Appointing Authority.

Employees who are covered by Civil Service Law or collective bargaining agreement are subject only to those portions of this policy which are not specifically regulated by law or agreement.

**III. DEFINITIONS**

Refer to the Glossary of Terms in the Personnel Policy Manual for commonly used words and phrases.

Management Employees – Those employees who are responsible for a Department or Division; who are expected to work the required number of hours to fulfill the responsibilities of their positions; and whose classification is listed on the "M" Schedule. Managers are not necessarily required to work the same regularly scheduled work hours as non-management employees.

Tardiness – Reporting to work after the customary reporting time has passed.

**IV. POLICY**

It is the policy of the Town of Needham that all employees assume their assigned duties at the start of the regularly scheduled work day. Tardiness and failure to report to work are viewed as unacceptable job performance, and may be grounds for progressive disciplinary action.

**V. PROCEDURES**

A. Notification

An employee who anticipates that he or she will arrive after the start of the work day or shift must notify the work location and speak directly to his/her supervisor or the supervisor in charge to inform him/her of the delay and the expected time of arrival. The

employee should call the work location prior to his/her expected time of arrival, if possible. Employees will be required to provide a reasonable explanation of their tardiness, and may be required to provide documentation, if appropriate.

B. Standards

1. **Tardiness**

- a. If an employee exhibits a pattern of repeated tardiness, he/she may receive an oral reprimand. Subsequent tardiness may result in a written reprimand or further disciplinary action.
- b. If an employee is tardy for more than two (2) consecutive hours without cause, he/she may receive a written reprimand without having received a prior oral reprimand. Subsequent tardiness may result in further disciplinary action.

2. **Failure to Report to Work**

- a. If an employee does not report for his/her scheduled work hours/shift, and fails to notify the work location of the absence by the end of the regularly scheduled shift, the employee shall be considered on unauthorized leave without pay for the day and may be subject to disciplinary action, unless the absence resulted from an emergency. The employee may be required to provide documentation of the emergency. Further incidents of this nature may result in subsequent disciplinary action up to and including termination of employment.
- b. Failure by an employee to report to work without permission and without notice for fourteen (14) or more consecutive days may result in the employee being considered to have voluntarily and permanently separated him/herself from Town service.

**EFFECTIVE DATE: AUGUST 13, 1991**