

CMG Attendance Policy

If an employee is scheduled, and they do not come in for any reason the following may occur:

1st occurrence: 3 day minimum of not being scheduled

2nd occurrence: 1 week of not being scheduled

3rd occurrence: May result in termination

Will there be an exception to this? Exceptions may be made at the discretion of the manager

- Exceptions will be defined as employee contacting CMG on-site within 12hrs of their scheduled shift.
- Exceptions include: transportation/car issues, sick (w/a doctor's note), child care issues
- If management decides to make an exception for an employee, it is the responsibility of the CMG on-site to talk with the employee and secure the situation, making sure that they will be available to come into work for the remainder of the week, and possibly the following week
- CMG on-site will be responsible for making sure to document in employee file that an exception was given, including the date and reason.
- CMG on-site will communicate with Illume management status of exceptions given to employees
- If management decides not to schedule the employee due to missing work, CMG on-sites do not use this person as a standby for the week unless approved by management

If an employee arrives late, the following may occur:

1st occurrence: May be released from work for that day

2nd occurrence: May not be scheduled for a specified number of days

3rd occurrence: May result in termination

What constitutes an employee as being late?

All employees should be at their assigned position at their **scheduled start time**. Employees can punch in no more than 5 minutes before their scheduled shift (as long as they are going directly to the line). We have agreed that if the employee is in the building we will not consider them as being late, however encourage all employees to be here at least 10 minutes early.

- Employees MUST call CMG on-site to notify that they will be late, how late and why.
- If they call before their actual start time, and will be late w/in 15 minutes, no need for management approval
- If an employee is caught in traffic, unsure if they will be 15-30 minutes late, check with management to verify if we will wait for this person or replace with standby.
- Each employee is allowed 3 exceptions a month for tardiness
- CMG On-sites will be responsible for making sure to document in employee file that an exception was given, including the date and reason.

- CMG on-site will communicate with Illume management status of exceptions given to employees
- If management decides not to schedule the employee due to being late, CMG on-sites do not use this person as a standby for the week unless approved by management

Communicating policy with employees

*Policy will be attached to all employee paychecks. They will need to read and sign it within 2 business days.

*A meeting will be held with all employees next week, explaining the policy and giving them the opportunity to ask any questions.

We have also implemented a STAR (Stupendous Timely Attendance Record) program to try and increase employee attendance.

For each week an employee goes without any attendance issues (missed work, late, etc) their name will be placed in our STAR box. At the end of the month we will have a \$50 cash drawing. Each employee has the opportunity to have their name entered up to 4 times a month