



"your workforce management & staffing experts"

Beginning February 1, 2019, we will be implementing an Excessive Tardiness/Missed Punches policy. There have also been some changes made to the Attendance Policy.

All tardies, missed punches and long lunches will now be recordable. However, up to 20 tardies, missed punches and long lunches will be excused. On the 21st occurrence, you will not be able to accrue PTO for 2 weeks, or 2 payroll periods. If missed punches, tardies and long lunches continue, you will not be able to accrue PTO for 2 more payroll weeks, at 31 occurrences and again at 41, and so on. All tardies, missed punches and long lunches are counted on a calendar year (January 1 – December 31) basis.

Excessive Tardiness/Missed Punches/Long Lunches (Examples of missed punches)

- Clocking in past the start time of your scheduled shift
- Forgetting to clock in or out for your shift and/or lunch
- Taking lunch breaks longer than 30 minutes
- Calling in on the day of your shift saying you will be late

A list with each employee's "points" will be posted, by employee number, after every 2 payroll weeks.

Attendance

According to the company handbook, our "No Fault" policy allows an employee with one-year seniority to be absent (unexcused absence) for eight (8) days in a twelve (12) month period. Missing more than eight (8) days, apart from PTO days, is considered "Excessive Absenteeism".

For the purpose of determining "Excessive Absenteeism" for employees with less than one year of service, the Company will prorate the non-PTO eligible days per year on a monthly basis (for example, missing more than two (2) days in a three (3) month period would be considered excessive absenteeism).

Corrective action for attendance issues will generally be progressive and based on a rolling 12-month period. Although occurrences will roll-off an employee's record after twelve (12) months, CMG reserves the right to consider excessive absences over the course of a worker's employment and determine whether accelerated corrective action, up to and including termination of employment, is warranted.

Corrective action of unexcused absences will generally be administered as follows:

- **Verbal coaching/warning:** Total of four (4) days
- **Written corrective actions/warning:** Total of six (6) days
- **Final written warning:** Total of seven (7) days
- **Suspension:** Total of eight (8) days
- **Termination of employment:** Total of more than eight (8) days

Print Name: _____

Sign Name: _____

Date: 1/22/19