



## Attendance Warning

Employee Name Wyatt Vaughn <sup>1st</sup>

Date: 1-21-19

Timely and regular attendance is an essential component to your employment and success at Branding Iron.

This letter is to inform you that you have had 12 unexcused absences in the last year.

At this time, you have an opportunity to work towards improving your attendance without further discipline.

However, any further unexcused absences, will result in your Final Written Warning and possible Suspension. A copy of the revised Attendance Policy is attached for your review.

It is our sincere hope that you will adhere to the company's attendance expectations to avoid any further disciplinary actions.

Employee Signature: Wyatt Vaughn

Manager Signature: Neil Bueck



"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 21<sup>st</sup> 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: Wyatt Vaughn

Sign Name: Wyatt Vaughn

Date: 1/31/19



Wyatt

## Corporate Management Group Attendance Policy- Branding Iron

### POLICY

Timely and regular attendance is an expectation of performance for all Corporate Management Group (CMG) employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout our client sites, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain prior approval from their supervisor in advance of any requested schedule changes.

ESSG and Branding Iron need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG/Branding Iron Team Members and could reduce the quality of the finished product or service at Branding Iron.

ESSG Associates are expected to be at their workstations ready to begin work at their assigned start time. You should return promptly from lunch and break periods. You are also expected to remain on the job during working hours. If you need to leave the premises for any reason, you must receive permission from your Branding Iron Manager. Your attendance is part of your total work record and could affect your future with ESSG and Branding Iron.

### PROCEDURE

- 1. Absent:** An employee is deemed absent when he/she is unavailable for work as assigned or scheduled and such time off was not scheduled or approved in advance via a supervisor or CMG on-site representative.
- 2. Tardy:** An employee is deemed to be tardy when he/she:
  - Fails to report for work at the assigned/scheduled work time.
  - Leaves work prior to the end of the assigned/scheduled work time without prior supervisory approval.
  - Takes an extended meal or break period without approval.

### **3. Departmental Notification Procedure**

Regular and timely attendance is essential to performing your job.

If you find it necessary to be absent from work due to illness or other emergency, you must notify CMG at **320-281-5617** during regular business hours and **763-354-4220** after hours, nights and weekends. If you reach the voicemail, leave your name, the reason why you will not be reporting to work and a telephone number where you can be reached.

Regular and on-time attendance is necessary for efficient operations at Branding Iron. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reason may cause an unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy, employees need not bring in excuses. All absences and tardiness's are recordable for purposes of determining excessive absenteeism or tardiness under this policy. Absences resulting from conditions that are determined to qualify for leave under the Family Medical Leave Act are not counted as absences under the "No Fault" policy.

### **Progressive Discipline Policy**

Any employee who fails to maintain an acceptable record by falling into the "Excessive Absenteeism" categories described above or who engages in excessive tardiness will be subject to disciplinary action up to and including termination. Excessive absenteeism or tardiness may also affect future promotions, job transfers, compensation and eligibility for vacation time.

### **Occurrences**

An occurrence is documented as an absence, tardiness or a No Call or No Show. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason. Two (2) or more consecutive workdays of no call/no show will be considered job abandonment and will result in termination of employment.

**Total # of Days Absent or Tardy:**

<b>Consecutive or Non-Consecutive:</b>	Four (4) occurrences	Verbal Coaching/Warning
	Six (6) occurrences	Written Warning
	Seven (7) occurrences	Final Written Warning
	Eight (8) occurrences	Suspension
	More than eight (8) occurrences	Termination of Employment

<b>Single Day-No Show/No Call:</b>	One (1) Occurrence:	Written Warning
	Two (2) or More Occurrences:	Termination of Employment

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**Excessive Tardiness/Missed Punches/Long Lunches**

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**Late and Missed Punches will be defined as:**

- 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.

**Non-PTO Days**

All full-time employees will be granted **5 non-paid** days off at the start of each calendar year to use for personal use. These days are considered excused only if the PTO form is filled out and signed by the department supervisor. These days will not affect your attendance record. Any absence without a 24- hour notice will be considered unexcused and will be recorded as such.

Any employee starting after July 1<sup>st</sup> will be granted only **2 non-paid days** to be used in the same manner.

In the event of an unexcused absence, CMG will require you to use your NPTO for the time missed.

**After the 5 Non-PTO days are used, all other absences will be unexcused unless PTO is used.**

Absenteeism and tardiness are the most common reasons for removal from assignments at Branding Iron.

Make it a priority to be on time and at work every day that you are assigned.

Print Name: Wyatt Vaughn

Signature: Wyatt Vaughn

Date: 1/31/19