

GENERAL ORDINANCE # 36, 2012

General Ordinance # 36, 2012 is an Ordinance that amends Article # XIV. (Employee Behavior) Section 10 of the City of Beech Grove Personnel Manual of the City of Beech Grove, Indiana pursuant to attendance.

WHEREAS; all attendance records are subject to an annual audit by the State Board of Accounts; and

WHEREAS; all full time, part-time and seasonal employees are mandated to have an attendance record on file; and

WHEREAS; full time elected officials including but not limited to the Mayor, the Clerk Treasurer and Judge of the City Court are not required to maintain an attendance record; and

WHEREAS; it is the desire of the City to maintain accurate, and comprehensive records of all employees. All attendance records must be signed by each employee's supervisor.

NOW THEREFORE BE IT ORDAINED by the Common Council of the City of Beech Grove, Indiana finds cause to update the City of Beech Grove's Personnel Manual pursuant to attendance.

BE IT FURTHER ORDAINED that Article XIV, (Employee Behavior), Section 10, Unauthorized Absence and Tardiness be deleted in its entirety and replaced with the following:

Section 10 Attendance

Attendance is an essential function of any job, including your job with the City. The City depends upon you to work when you are scheduled, and expects you to arrive on a timely basis. Of course, there are reasonable and understandable circumstances that influence attendance from time to time. However, it is the City's expectation that you arrive to your scheduled shift in a timely manner, and that you perform your job to the best of your ability.

If it becomes necessary to leave the premises during your scheduled shift, please notify your supervisor as soon as possible. An employee will be charged with an absence when they fail to report to work for their scheduled shift. Similarly, employees who leave early, report late or extend authorized break periods past their official or approved limits will be charged with an incident of tardiness, or a partial absence.

A non -exhaustive list of absences that will be charged as an occurrence include failure to report to work due to an illness, accident or emergency, Absences that will not result in an occurrence charge include jury duty, military duty, incimate weather, approved leave as defined by the Family and Medical Leave Act ("FMLA"), or work related emergencies as recognized by your supervisor. If you need to schedule a

particular day off work, or if you anticipate arriving at work late on a particular day, please notify your supervisor as soon as possible. Similarly, if you know or anticipate an absence due to a scheduled doctor's appointment, vacation, jury duty, or other impending absences that is foreseeable, please notify your supervisor of your impending absence immediately.

The City reserves the right to require appropriate documentation of any absence, including the right to have an employee submit a doctor's note or undergo a job-related physical examination at the City's expense by a physician of the City's choice. If you are absent from work for three consecutive days, you must present a signed doctor's release to your supervisor before you are permitted to return to work. Unsatisfactory attendance will result in disciplinary action up to and including suspension and/or termination of employment. Employees who are tardy within a 3 (three) month period or absent without authorization 1 (one) day within a three month period shall receive a warning letter from their supervisor. Said letter will be permanently retained in the employee's personnel file. Further tardiness and or unexcused absences, will be met with suspension or dismissal.

Accumulating a record of excessive absences or tardiness will have an adverse affect on any employee request for a transfer or promotion, as well as pay raise considerations.

In circumstances of an unforeseen absence, or tardiness, if you are going to be absent or late to your scheduled shift, you must contact your supervisor at his/her designated work telephone number **no later than 1 hour prior to your shift starting**. You will be expected to explain the reason (s) for your absence/incident of tardiness, and your anticipated date/time of return. Failure to report to work for three consecutive days without notifying your supervisor (i.e. no call/no show") is cause for termination of employment.

Upon returning to work from an unexcused absence, the employee must report to his/her supervisor and disclose the reason for his/her absence. If the reason is accepted as valid, no disciplinary action will be taken against the employee. If however, the reason is not acceptable, the employee will be disciplined in accordance with the City's progressive discipline policy.

All appointed employees, both full time, part-time and seasonal are required to maintain an attendance record on a form approved by the State Board of Accounts. Such forms will be made available upon request.

This does not apply to the Beech Grove Fire Department or the Beech Grove Police Department as they have a policy approved as part as their agreement.

BE IT FURTHER ORDAINED that the Common Council of the City of Beech Grove finds cause to change City of Beech Grove Personnel Manual.

BE IT FURTHER ORDAINED that this ordinance only pertains to the attendance policy of the City of

Beech Grove.

BE IT FURTHER ORDAINED that this ordinance goes into effect immediately upon passage by the Common Council, attested by the Clerk Treasurer and signed by the Mayor.

Passed by the Common Council of the City of Beech Grove, Indiana this 7th

Day of JANUARY, ~~2012~~ 2013

1st Reading: NOVEMBER 19th, ~~2012~~ 3rd Reading: JANUARY 7th 2013

2nd Reading: DECEMBER 10th 2012

Common Council for the City of Beech Grove, Indiana

_____ Y or N	<u>Ed Bell</u> <input checked="" type="radio"/> Y or N
Mary Huser Stewart	Edward Bell
<u>[Signature]</u> <input checked="" type="radio"/> Y or N	<u>[Signature]</u> <input checked="" type="radio"/> Y or N
Anthony Davidson	John Jennings
<u>[Signature]</u> <input checked="" type="radio"/> Y or N	_____ Y or N
David Harrison	David Mobley
<u>[Signature]</u> <input checked="" type="radio"/> Y or N	<u>Ed Bell</u>
Kathy Coates	ATTEST: Ed Bell Council President

Presented by me to the Mayor of the City of Beech Grove, Indiana on this 7th

Day of JANUARY, ~~2012~~ ²⁰¹³ at 7:30 P.M.

[Signature]
ATTESTED: Dan McMillan
Clerk Treasurer

Approved by the Mayor of the City of Beech Grove, Indiana this 7th day

of JANUARY, ~~2012~~ ²⁰¹³, at 7:30 P.M.

Dennis B. Buckley, Mayor
City of Beech Grove