

## **Unit Order #19-0006 PUNCTUALITY, TARDINESS, & UNANTICIPATED ABSENCES**

**Effective Date: September 6, 2019**

### **PURPOSE OF ORDER:**

The purpose of this order is to set forth policies and procedures that are necessary for the Bureau to operate efficiently and effectively. Following these standards is an essential component in upholding the values and mission of the Department and our Bureau.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Psychological Services Bureau (PSB).

### **ORDER:**

If a PSB employee is going to arrive late to work on a regularly scheduled work day(s), he/she shall notify his/her immediate supervisor (or the next appropriate supervisor if the immediate supervisor is unavailable) as early as possible to avoid or minimize preventable operational disruption (e.g., late cancellation or reassignment of scheduled clients). Every effort must be made by employees to be punctual and minimize unanticipated absences in order to minimize the impact on the Bureau's operations.

In all cases of unexpectedly being late to work or calling out for illness, injury, or personal emergencies, prompt notification must be given with an explanation. The supervisor must confirm receipt of the unanticipated absence or unexpected late arrival. If supervisor confirmation is not received, it remains the employee's responsibility to ensure the request/notification is received promptly by the supervisor in order for the supervisor to properly address any operational delays or coverage issues. Psychologists are responsible for advising his/her immediate supervisor regarding any clinical concerns relating to clients being cancelled or any other pending business matters that need to be handled while the employee is out of the office (for short or extended periods of time). Upon the psychologist's return, he/she must review all clients and/or meetings that were cancelled and follow-up to make attempts to reschedule these appointments. All absences shall occur with proper leave and authorization.

Repeated problems in following the above standard procedures will result in progressive discipline. If at any time, an employee is not clearly accountable for his/her actions and does not promptly take the necessary corrective actions, an automatic Performance Log Entry will be generated, at minimum, regardless of whether a prior violation of Unit Order #19-0006 has occurred during the past evaluation rating period. The PLE will be noted in the employee's annual performance evaluation.

Psychological Services Bureau - Unit Orders : Unit Order #19-0006 PUNCTUALITY, TARDINESS,  
& UNANTICIPATED ABSENCES

---