

Written Warning - Absences

To _____

Record of Absence

Our attendance records indicate that you have been absent ___ days during this school year. Regular attendance is vital to the delivery of essential services and the successful operations of the department. You have been absent on the following occasions:

Date	Day of Week	Reason	Proper Notification
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Impact to Department

While we realize that there are times when it is imperative that an employee miss work due to illness and/or emergency situations, the efficient operations of the department are impacted. Often, we are unable to provide adequate levels of service to our customers. Because we cannot anticipate when an emergency will occur, permissive absences should be avoided in order to maintain efficient operations of the department. Your continued absences are contributing to the following negative impact to the department:

LIST ALL THAT APPLY

- Lack of continuity for students
- Morale – impact on co-workers
- Loss of productivity
- Unavailable to the customer
- Cancelled routes
- Cancelled field trips
- Additional administrative time to reassign/reschedule work/cover route/cover classroom

You were notified on _____ that the following standards of attendance/punctuality are expected of all SCOE employees:

- Attend work regularly and on time
- Seldom absent
- Gradually accrue and increase leave time balances
- Consistently arrive/return on time
- Complete required Absence Affidavit in accordance with procedures (see reverse)
- Honesty and Reliability

Since that time, you have had ___ additional absences that are continuing to negatively impact the department's ability to deliver essential services in a high quality manner to our customers.

The Classified Employee Performance Evaluation Process Handbook states:

ATTENDANCE: Complies with standards and understands importance of attendance in providing effective service to internal and external customers.

Article XVI: Employee Discipline of the CSEA Bargaining Unit states:

16.1 During the probationary period, any employee shall be subject to disciplinary action, including termination, for any reason as determined by the Employer and shall not have the right to a hearing nor the right to file a grievance with respect thereto. Upon completion of the probation period, employees shall be subject to disciplinary action for just cause and as prescribed herein.

16.2 The Employer has the right to take appropriate disciplinary action against employees including, but not limited to, oral or written reprimand, suspension with or without pay, retention on the same step of the salary schedule, transfer, demotion and discharge. The Employer will follow progressive disciplinary procedures.

Reasons for disciplinary action include, but are not limited to, the following:

- 16.3 a Failure or inability to perform duties and responsibilities assigned to an employee's position.
- 16.3 b Insubordination (including, but not limited to, refusal to do assigned work, or refusal to follow directives of the employee's supervisor).
- 16.3 j Repeated and unexcused absence or tardiness.
- 16.3 k Abuse of leave provisions

The attached information from the (*department handbook*) states:

(Insert any other document, memo from your department that substantiates good attendance and/or absence procedures that may have been violated)

Whether or not your absences and/or tardies are with valid excuse, every day that we are not fully staffed has an impact on the department's ability to deliver essential services.

Because you failed to improve your attendance, you are receiving this written warning and directive to improve your attendance. Due to the number/pattern of your absences, you will be required to submit documentation from a licensed medical provider for any future absences due to illness.

Failure to follow the directives contained in this notice will result in further disciplinary action, up to and including termination from your employment.

You are directed to sign and return a copy of this letter immediately. A copy of this letter will be placed in your personnel file on _____. You may prepare a written response to this directive. If this written response is received in Human Resource services by _____, it will be attached to this document and filed in your personnel file.

Employee Signature

Date

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