



2.4. Attendance. Punctual and consistent attendance is an essential expectation of every employee's job and a condition of continued employment.

2.4.1. Employees are required, as a condition of employment, to work their scheduled shift and arrive prepared and on time. Each employee is expected to be at their place of work during their scheduled work days and at their scheduled hours of work. Employees may not alter their scheduled hours of work or take “comp time” without prior manager approval unless due to an unforeseen emergency or illness, in which case approval must be obtained as soon as reasonably possible.

2.4.2. While the District makes an effort to maintain stability and consistency in scheduling, it is not possible for any staff member to have a set schedule. Therefore, employees are responsible for checking the schedule regularly and knowing when they are scheduled to work. The District provides a scheduling system that allows each employee to check their schedule online and report their availability to work. Employees are asked to report their availability at least two weeks in advance. Shifts are scheduled at least one week in advance based on that reported availability. Employees will be notified personally if there is a need to change a scheduled work time after the schedule has been posted. If an employee reports that they are available and is scheduled and then fails to appear for work, they will be subject to disciplinary action, up to and including termination.

2.4.3. Employees who are suddenly unable to work due to illness or injury or unable to report to work on time must call the Mt. Rainier Pool main number and notify the shift supervisor as soon as possible, but no later than 30 minutes before the scheduled starting time. They must state the reason for being late or being unable to report for work. If the absence or tardiness is due to an emergency that makes them unable to call, the employee must have someone else call the Mt. Rainier Pool phone line within the same time period as applied to the employee.

2.4.4. Recurring absenteeism or tardiness, including failure to comply with any feature of this policy may result in disciplinary action up to and including termination of employment. If an employee fails to report for work or call-in for three (3) days in a row (and is not on a pre-approved leave of absence), the employee will be deemed to have abandoned his or her job and their employment will be terminated. Excessive absenteeism may be grounds for disciplinary action, including possible termination.

2.4.5. Employees are expected to be at work even during inclement weather. Supervisors may allow employees to be late or leave early during severe weather conditions. Hours not worked will not be compensated (with exceptions for approved paid leave). Management will make a decision as to opening without compromising the safety of employees and patrons which will be posted on social media and internally via email to the employees.

