

Giants Neck Heights Beach Association  
Attendance Policy  
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### **To All Employees:**

The purpose of this policy is to set forth Giants Neck Heights Beach Association's policies and procedures for handling employee absences and tardiness to promote the efficient operation of the association and minimize unscheduled absences. Each employee will be asked in the prior month to provide any dates for their supervisor to be aware there will be a scheduling conflict. It is the expectation of your supervisor that if you have dates you cannot work, those be conveyed prior to the month's schedule going out. It is unfair to your supervisor to be required to make changes after the fact and each employee is expected to find coverage for their shift in the event they cannot work their scheduled hours. We ask that you carefully look at your personal schedule when your supervisor reaches out to you and provide all dates that you cannot work so we avoid scheduling conflicts.

You will be asked to read this in full and sign/date the bottom of the policy indicating that you agree to the terms of this policy and understand the policy set forth as an employee of Giants Neck Heights Beach Association.

### **Policy:**

Punctual and regular attendance is an essential responsibility of each employee of Giants Neck Heights Beach Association. Employees are expected to report to work as scheduled, on time, and prepared to start working at the start of your shift. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies. Should you need a copy, please ask your manager.

### **Absence:**

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

Excused absence occurs when all the following conditions have been met:

The employee provides to his or her supervisor notice at least 48 hours in advance of the absence.

The absence request is approved by the employee's supervisor.

Unexcused Absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness, emergency, or you are unable to make the scheduled time for any reason, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call or text, he or she must have someone make the call for them. An unexcused absence counts as one occurrence for the purposes of discipline under this policy. If an employee is a "no show" meaning, he or she does not call or text, that is immediate grounds for termination. Not showing up for work is not only disrespectful to your colleagues, it leaves them hanging and the association short staffed.

The potential shift options are as follows: (This is subject to change at the Parking Lot Lead or Supervisor's discretion).

Two Employees from 9am- 4pm

Up to Two Employees from 12pm - 4pm or 2pm-6pm

You are expected to report to work at your scheduled time unless otherwise specified by your Supervisor.

### **Tardiness or Early Departures:**

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify their supervisor.

Tardiness and early departures are each counted as separate occurrences if you do NOT notify your supervisor.

### **Coverage/Shift Changes:**

While we understand that many of the employees have second jobs, play sport, or have other activities going on, it is the expectation of your supervisor that you make every attempt, should you need to make a schedule change to reach out to your fellow colleagues to find coverage for your shift. Prior to each month, all employees are asked for their potential scheduling conflicts and it is the expectation of your supervisor that you disclose any conflicts that would potentially

make you unable to be at your shift on any scheduled day. Should you run into a scheduling conflict, you are to first, try and find coverage yourself and if that's not possible, reach out to your supervisor for assistance. Reaching out to your supervisor does not mean they will be able to switch your schedule or that you will be excused from your scheduled hours but they will work with you to make every attempt to do so. Employees are expected to work their scheduled days unless they are able to find coverage for their hours.

**Weather:**

In the event the weather looks to be disruptive to your scheduled working hours, your supervisor will contact those scheduled to work via text.

If you are scheduled to work and your shift is canceled due to weather you will be paid for 3 hours for that day. You are asked to please fill out your time card with "Rain Work Canceled". Your supervisor will make every attempt to contact you prior to your shift start time.

If you are working and the weather becomes disruptive you will be contacted by your supervisor with how to proceed. In some cases, your supervisor will ask you to wait it out as it passes, take a break and come back when the weather clears, or cancel the remainder of your shift. You are to wait for your supervisor to provide these details.

**Disciplinary Action:**

Excessive absenteeism is defined as two or more occurrences of unexcused absences for an employee's summer employment and will be considered grounds for termination.

**Job Abandonment:**

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

At a minimum you are required to contact the following people in the event you have an issue:

Grace Catalano - 860- 389- 5356

Shari Whittaker - 860-916-0649

We ask that you remember and be considerate that these policies are in place to ensure that each shift is appropriately staffed to keep everyone safe and have back up if needed.

**Training:**

Giants Neck Heights will host a training session for all employees (new and current). This is mandatory training.

**Please sign and date at the line. Signing this document indicates that you, as an employee of Giants Neck Heights Beach Association agree to the terms of this policy.**

**Printed Name:**

**Signature:**

**Date:**