



## Implementing a workable attendance policy

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Employees that report to work late are not meeting productivity standards essential to maintaining your business needs. It is important to address the problem as soon as it begins in order to resolve it as quickly as possible.

### Brass Tacks Tips:

- ✓ If your company does not have a progressive discipline policy in place, now is a good time to develop a policy.
- ✓ The policy should include progressive steps in the event the problem is not resolved: verbal warning, written warning, final warning, suspension, termination.
- ✓ Communicate the policy to all employees. If your company has an employee handbook, *add* the policy to the handbook.
- ✓ Meet privately with the employee who has poor attendance and communicate the policy. Remind the employee that unacceptable tardiness will not be tolerated. Document the meeting.
- ✓ Make sure you listen to the employee to learn why they are reporting to work late. Provide feedback to help resolve the problem.
- ✓ If you have an attendance and tardiness policy, remind the employee of the policy by providing them with another copy.
- ✓ Prior to the end of the meeting, ensure the employee knows what will happen if they are late again. Example: Verbal warning leads to written warning.
- ✓ If the problem continues, follow each progressive step in the discipline policy. Require the employee to sign the documentation from the meeting and place a copy in the employee's file. If the employee doesn't improve the attendance, the employee will end up terminating their own employment.
- ✓ The key to a well-developed progressive discipline policy is to be fair and consistent. It is important to always document meetings with employees and place the original in the employee file.

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**Brass Tacks** Definition: "Getting down to brass tacks" *adv phr fr early 1900's* Dealing with the essentials; concerned with the immediate practical realities. *Webster.*

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