

SIDE LETTER BETWEEN AHS AND SEIU

Attendance

KEY

Deleted language
New Language
Unchanged Language
Comments

Human Resources Policy and Procedure 3.19 is hereby amended by this Side Letter.

Absence Occurrence

Each absence of one or more consecutive days, regardless of its length, will be counted as one occurrence (~~Managers should check the MOU if an employee is represented.~~).

Three (3) occurrences of nonscheduled absences (i.e., not including vacation, holiday, etc.) within a 60-consecutive-day period **using a look-back of the immediate past 90 days** is cause for initiating a counseling/**coaching** discussion to the extent consistent with applicable federal and state law. Such counseling discussions ~~should~~ **may** be documented. Further nonscheduled absences ~~will~~ **could** result in ~~further~~ discipline up to and including termination to the extent consistent with applicable federal and state law.

Tardiness Occurrence

Three tardies of 8 minutes or more during the 60 consecutive day period will count as a violation of this policy; however, tardies below 8 minutes will be counted as an occurrence when those tardies equal a cumulative 8 minutes.

Thus, in sixty days:


Each late of 8 minutes or more=	1 occurrence
If late 8 time of 1 minute each=	1 occurrence
If late 1 time of 5 minutes and 1 time of 3 minutes=	1 occurrence
If late 1 time of 5 minutes and 1 time of 2 minutes=	No occurrence

Coaching can be done any time an employee comes close to violating this policy. For counseling or discipline to be initiated, there must be at least 3 tardy or absence occurrences within a 60 day period using the 90 day look-back.


Once a non-scheduled absence or tardy has been counted in connection with an occurrence, that absence or tardy cannot be included in whole or in part in determining the existence of any subsequent occurrence.

If an employee corrects his or her attendance (excessive absence and/or tardiness) after counseling/coaching, PIP, or disciplinary action, for the attendance problems but then subsequently returns to an unacceptable level of attendance, the **progressive disciplinary steps in the Performance Improvement and Disciplinary articles of the MOU should continue.** ~~manager should continue the disciplinary process. In determining whether disciplinary action is warranted the Manager should consider the length of time since the last attendance problems.~~

For SEIU:


Date: Oct 14, 2014

For AHS:


Date: 10/14/14