



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

2003 R-2

ATTENDANCE & PUNCTUALITY FOR POLICE PERSONNEL

Effective Date: 12/15/1995

Revision Dates: R-1 09/01/2002; **R-2 01/10/2005**

INTRODUCTION

All employees are expected to comply with the guidelines outlined in City Personnel Policy [PER-702](#), "Attendance and Punctuality". In addition, police personnel will be accountable for compliance with the rules and procedures outlined in this general order.

NOTIFICATION OF ABSENCE

Uniform Patrol officers shall notify the Desk Officer at least one hour prior to their scheduled work day if they are unable to come to work due to sickness, a death in the family, or if they will be late due to unforeseen circumstances. Other employees should follow their divisional procedures. Arrangements for all other absences should be made in advance with Leave Request forms. Supervisors may deny Leave Requests based on staffing shortages and/or organizational needs.

PUNCTUALITY

When an employee is at least fifteen (15) minutes late, the supervisor has the option to deduct payment for that time period, and for each additional fifteen-minute increment of missed work. To deduct pay, supervisors shall keep accurate records of all time lost due to lateness. At the end of the work period, the supervisor should send a memo to Employee Services requesting the pay deduction through use of a Personnel Action Form.

Employees may make up lost time through use of compensatory time, coming in early, or leaving late, at the discretion of the supervisor. Employees may not make up lost time during meal breaks.

Coaching and counseling should be initiated with each occurrence of tardiness. The supervisor may initiate a written reprimand with Professional Standards after three (3) incidences of tardiness within an annual rating period. Any additional levels of discipline should be processed through Professional Standards as necessary.

ANNUAL PERFORMANCE APPRAISAL

Attendance and punctuality are important standards in judging performance.

Employees who show a pattern of excessive absenteeism or tardiness will receive a "does not meet expectations" under attendance and punctuality on their evaluations. Letters of reprimand may be written for the following:


Attendance: If you use more sick leave and/or compensatory time than earned during the rating period except with verifiable personal or family sickness or maternity/paternity leave at the discretion of the supervisor.

Tardiness: If you report late to work three (3) times or more during the annual rating period. (This shall include being late for or missing appointments.)

FAILURE TO COMPLY WITH GENERAL ORDER GUIDELINES

Failure to comply as indicated may result in unapproved absences (leave without pay), and progressive levels of discipline based on the severity of the problem.

Employees with excessive absences, even if verified, may risk termination if their absence impacts upon the essential functions of their job description. Absence without notification for three consecutive days may result in immediate termination.


Steven W. Chalmers
Chief of Police