# Introduction

A lapse in either attendance or punctuality presents hardship to the remainder of the staff and can have a negative effect on YBE and its Clients. Such behavior will be considered when an employee is routinely evaluated via their performance reviews. Excessive abuse of the work schedule may result in disciplinary action, including employment dismissal.

# Statement of Authority

The provisions in this Policy have due reference to:

Current Employment Agreement

YBE Mission Statement

Code of Conduct

Performance Management Policy

# Intent

The intention of this document is to provide Supervisors/Coordinators/Managers with a guide when addressing instances of staff absenteeism (late starters and if staff fail to report for work as per their roster). It is also to assist in providing employees with a standardised process.

# Relevant Definitions

**CEO** the Chief Executive Officer of YBE or his/her delegate.

**Code of Conduct** is the Code of Conduct required by all YBE employees.

**Co-ordinator** a person employed by YBE under an employment contract as a Co-ordinator.

**Current Employment Agreement** is the employees’ contract of employment in force at any given time

**Disciplinary action**:

1. Formal verbal warning of an employee by an appropriate manager / co-ordinator / supervisor;
2. Written warning of an employee by an appropriate manager / co-ordinator / supervisor (including, where appropriate, a 2nd and final warning); or
3. Termination of an employee.

**Employee** describes employees, apprentices, trainees, agents and contractors (including temporary contractors).

**Formal verbal warning** is a two-way discussion, addressing any shortcomings regarding conduct and required expectations. This discussion shall be documented by the conductor.

**FWA** Fair Work Australia.

**HR Manager** Human Resource Manager or his/her delegate.

**Manager** a person employed by YBE under a written contract as a Manager.

**Misconduct** is dereliction of duty or wilful conduct that is unsatisfactory. In deciding whether conduct is in fact misconduct, Managers and Co-ordinators will reference YBE’s Code of Conduct.

**Supervisor** a person employed by YBE under a written contract as a Supervisor.

**Underperformance** is failure to meet the performance standards of the position.

**Unsatisfactory Performance** is failure to meet the performance standards of the position.

**Work-related function** is any function that is connected to work. For example: work lunches, dinners, conferences, community/festive functions and client/customer functions.

**YBE** YBE (2) Pty Ltd.

# Policy

**Failure to report for work**

Where an employee fails to report for work at the designated commencement time they will be deemed to be absent for the day.

**YBE’s Needs**

Where the absenteeism of an employee will have a negative impact on YBE, the Co-Ordinator of the affected department may allow the employee to commence work at a later time.

In such cases the employee’s timesheet will be adjusted to reflect the late start. This will result in the employee only being paid for the actual time worked on the day.

**Underperformance and Unsatisfactory performance**

Underperformance and unsatisfactory performance will be dealt with as per the disciplinary procedure.

Where an employee demonstrates underperformance and/or unsatisfactory performance, actions will be taken to address his/her shortcomings in a timely manner. Appropriate action can range from:

* Formal verbal warning (with file note recorded)
* First written warning
* 2nd and final written warning
* Termination of Employment

**Documentation**

In the event of any misconduct all documentation will be kept on personnel files.

# Supporting Documentation

* Code of Conduct
* Current employment agreement
* HRMPOL101 Performance Management Policy
* HRMPOL101 Performance Management Procedure
* HRMPRO100 Disciplinary Procedure
* HRMFRM107 Record of discussion – 1st Written Warning
* HRMFRM106 Record of discussion – 2nd and Final Warning

# Responsibilities

The HR Manager is responsible for the implementation of this policy.

Document History and Version Control

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| --- | --- | --- | --- |
| Version | Date Approved | Approved by | Brief Description |
| 1.0 | 25/07/2013 | Glenn Aitchison | Original Document |