

Section 14:

ATTENDANCE CONTROL PLAN

14.01 Purpose

Absenteeism and tardiness represent two of the most serious problems in county government. Absenteeism and tardiness disrupt work schedules, cause unnecessary overtime, and place an unfair burden on responsible employees and supervisors. The purpose of the Attendance Control Plan is to increase productivity and employee morale through the systematic reduction of employee absenteeism and tardiness.

14.02 AWOL (Absent Without Official Leave)

AWOL occurs when an employee is away from his or her scheduled place of work or is tardy for reasons other than authorized leave. AWOL and tardiness are work rule violations.

The mere procurement of a physician's statement will not prevent the accumulation of AWOL hours, unless the absence is covered by approved leave.



14.03 Attendance Control Plan

Attendance control is administered separately from the Progressive Discipline Program in Section 13.09. **Failure to follow departmental call-in procedures, however, is considered a separate offense which may be addressed under the Progressive Discipline Program in Section 13.09.**

NOTE: An employee may receive separate disciplinary action for a failure to follow call-in procedures and for AWOL arising out of the same incident. For example, if an employee fails to follow call in procedures for a single day of absence without approved leave, the employee would be subject to discipline for a “minor infraction” under Section 13.08 and would also receive eight (8) hours of AWOL time pursuant to the Attendance Control Plan.

The Attendance Control Plan shall be administered as follows:

Stage 1

If the employee accumulates ten (10) or more hours of AWOL in a two-year period, the employee shall receive an **AWOL Written Reprimand**. The supervisor and employee shall sign the AWOL Written Reprimand and the original shall be sent to Human Resources to be placed in the employee’s personnel file, with a copy to the employee.

Stage 2

If the employee accumulates twenty (20) or more hours of AWOL in a two-year period, the employee shall be subject to a **three-day working suspension**.

Stage 3

If the employee accumulates thirty-six (36) or more hours of AWOL in a two-year, the employee shall be subject to **removal**.

Attendance Control Plan Summary Chart

	AWOL ACCUMULATION	DISCIPLINE
STAGE 1	10 hours in a 2-year period	Written Reprimand
STAGE 2	20 hours in a two-year period	3-day Working Suspension
STAGE 3	36 hours in a two-year period	Removal

Section 14.03



14.04 Appeals

The Cuyahoga County Charter provides non-bargaining employees an appeals process for certain disciplinary action through the HRC. Revised Code Section 124.34 sets forth the specific types of discipline that may be appealed.

Should an employee elect to appeal a disciplinary action, they must file their written appeal with the Cuyahoga County Human Resource Commission (HRC). The appeal must actually be received and date stamped by the HRC by the tenth calendar day from the date the disciplinary letter is delivered to the employee by hand or to their last known mailing address, as maintained by Cuyahoga County, whichever occurs first. Employees may file with the HRC by email at humanresourcecommission@cuyahogacounty.us, by facsimile at (216) 443-3694, in person by obtaining a date stamp, or by mail postmarked no later than the tenth calendar day from the date the disciplinary letter is delivered. It is advised that employees retain records of proof of service upon the HRC.

NOTE: Certain claims, such as claims of discrimination or harassment, do not fall under the jurisdiction of the HRC. If an action is not subject to HRC appeal, employees may elect to appeal these actions in accordance with the terms set forth in sections 4 or 17 of this policy manual.

