

2.3 TIMELINESS AND ATTENDANCE

As an Austin County employee, you are expected to be punctual and demonstrate consistent attendance.

Each employee shall report to work on each day they are scheduled to work and at the starting time set by his/her Elected Official unless prior approval for absence is given by the Elected Official or the employee is unable to report for work because of circumstances beyond the control of the employee. If an employee is unable to be at work at his/her normal REPORTING time, he/she shall be responsible for notifying his/her supervisor at least 15 minutes after the time the employee is scheduled to begin work or as soon as it is reasonably practicable in the case of an emergency. An Elected Official may require a different REPORTING schedule if it would work better for that particular department.

Each employee shall remain on the job until the normal quitting time established by the Elected Official unless permission to leave early is given by the Elected Official.

Each Elected Official is responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness. Frequent unexcused absences or tardiness, as determined by your Elected Official, may make an employee subject to disciplinary measures, up to and including termination of employment.

An employee who does not report for work for three (3) consecutive scheduled work days, and who fails to notify his/her supervisor, shall be considered to have resigned their position by abandonment.