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## Attendance Policy

### Statement

The purpose of this policy is to provide a fair and consistent method for monitoring and managing attendance that balances the needs of our patients with the needs of our team members.

City of vision Eye Care values good attendance and punctuality. Regular attendance is expected of every employee. It is your responsibility to be on the job, on time each day, ready and able to work. Excessive absenteeism and/or excessive tardiness will lead to corrective action up to and including termination.

### Absentee Reporting

It is the employee's responsibility to notify management if they will be absent or late within 1 to 2 hours of shift starting. Employees must call or text management directly.

Carolyn Marquez	505-249-6136 (cell, texting ok)
Tracy Ho OD	619-694-7568 (cell, texting ok)

Staff message MUST include expected arrival time and explanation for occurrence. If the explanation for staff tardiness is out of their control, due to illness or injury, or family emergencies, penalties will not be accumulated at the manager's discretion. Managers will record the tardiness reason in the employee file for reference and will assist with notifying your team members. In the instances of emergency situations resulting in the employee's inability to abide by this policy, the manager will evaluate the circumstance and may determine appropriateness for disciplinary action if any.

### Occurrences

The attendance policy will be administered on a 6-month "rolling year" basis. Meaning, occurrences roll off after 6 months. Occurrences will be accumulated as follows:

<b>Clock in time in minutes after scheduled start</b>	<b>Points</b>
0:01 to 5:00 min	0.00 *
5:01 to 10:00 min	0.25
10:01 to 20:00 min	0.50
20:01 to 30:00 min	0.75
30:01 + min	1.00

\*Note: A 5-minute grace period will be granted to all employees at the start of his or her scheduled shift prior to the assignment of any attendance infraction points.

One occurrence of "no call, no show" without prior authorization or emergency situation is considered job abandonment and employment may be subject to immediate termination.

Attendance Infractions will result in one-on-one counseling and progressive disciplinary action up to and including termination as follows:

<b>Points</b>	<b>Consequence</b>
3.00	Verbal Warning on employee record
4.00	Written Warning on employee record
5.00	Final written warning on employee record
6.00	Subject to termination