

Policy: 5.42

Attendance and Punctuality

To maintain a safe and productive work environment, KCKCC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on institutional effectiveness. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. They may either lead to disciplinary action up to and including termination of employment.