

Subject: Attendance Policy

Organization: Speck Pumps

Absenteeism and Tardiness

Attendance and punctuality are very important parts of the employee job performance. Absenteeism places a burden on other employees who have to perform an absent employee's duties. Absenteeism can cause scheduling problems for departments and can adversely affect our ability to serve our customers. For these reasons, excessive absenteeism will not be tolerated.

Absenteeism and tardiness time card records are reviewed at least bi-weekly by the supervisor and/or Human Resources. Supervisors must regularly review all time cards, for accuracy, missing punches, late punches, absences, etc...

Occasionally, it is necessary to be absent from work due to illness or circumstances beyond your control. **When you have an unscheduled absence from work, you must notify Speck Pumps by using the call-in message system.**

Call-in Message System Instructions

When reporting an unscheduled absence or late arrival: call (904) 854-0376. Leave a message with the following information: name and date, reason for absence or late arrival, when you expect to return to work and a phone number where you can be contacted. Your immediate supervisor may also require additional call-in procedures.

It is a violation of the Company Policy not to follow the Call – in procedures when you will be absent or late to work. Disciplinary action may result for employees who do not follow this Policy and who are repeatedly absent and/or late to work. Any no call, no shows lasting three days is considered job abandonment and will result in immediate termination of employment. Employees may not be paid for any unexcused/unauthorized absences.

If controllable absences, equal or exceed the following standards, discipline as indicated should result:

- An employee exceeding six incidents of unauthorized absence or tardiness in any 30-day period will receive a **verbal warning** from the supervisor.
(In the event the employee's absence was due to illness, **(in excess of 3 consecutive days, a physician's note, will be required to return to work)**, a work-related injury, an absence under the federal Family and Medical Leave Act, or an Americans with Disabilities Act accommodation, no action should be taken).
- If you are absent or tardy on a seventh occasion in any 30-day period, the employee should receive a **written warning** detailing the absence or tardiness and a warning that the next event may lead to termination.
- If, following the written warning, you are again absent or tardy, you may be subject to **termination**. No termination action should be taken, however, without the prior approval of Human Resources and the President.

(All warnings will be placed in the employees personnel file)

For absences approved pursuant to a work-related injury, the company's reasonable accommodation policy or leave policy will not be used for disciplinary purposes. The supervisor may raise the issue of whether the employee is able to perform the essential functions of the job or whether the employee should be moved to another position to better accommodate the absences and the impact on the business.

Non-exempt employees are responsible for calling and leaving a message on the Call-in message system **one hour prior to their starting time**. If an employee is out for more than one day, they are to leave a message on the Call-in message system, then speak to their supervisor / Manager or Human Resources on the second day of absence. It is their responsibility to speak to their supervisor / manager personally and keep their supervisor informed every day as to when they expect to return to work.

In the event you are absent due to a personal medical emergency, you should contact your supervisor within 24 hours. If they are not able to contact their supervisor, they should have an immediate family member do so. If an employee is absent for three or more days due to an illness/injury, you are required to present a doctor's release to return to work.

Team Leads and Managers are responsible beyond basic call-in obligations. Team leads/managers need to follow the above responsibilities in regards to calling the Call-in message system. They are also responsible for personally speaking to their supervisor about any job aspects that need to be covered during their absence.

Exempt employees have responsibilities beyond basic obligations. Exempt employees are required to make sure their work is covered when unscheduled time away from work arises. These employees are responsible for calling and leaving a message on the Call-in message system one hour prior to their starting time. These employees are also required to find coverage for their shift if their position requires this (i.e. phone coverage; invoicing). Exempt employees need to review with their manager the responsibilities needing to be covered during their absence and how the employee has arranged for them to be covered. Should an exempt employee need more than one unscheduled day off, they need to leave a message on the Call-in message system and contact their manager or Human Resources each day they are away from the office with their expected return date. Any additional responsibilities that require coverage during their absence should be relayed on a daily basis. If an employee is absent for three or more days due to an illness/injury, they may be required to present a doctor's release to return to work.

Time Clocks

Speck Pumps provides time clocks to accurately track employee hours worked. Employees are responsible for ensuring the accuracy of their time cards, whether electronic or printed, are accurate prior to the processing of payroll. It is a violation of Company Policy for employees to deceive a time recorder, falsify time cards or access or adjust time cards for other employees. Disciplinary actions may be taken against employees who intentionally falsify time records.

Hours of Work

Salaried Exempt Employees

Salaried employees exempt from overtime are not required to use time cards. However, they are to adhere to their agreed upon work schedule, and for the purpose of workplace emergencies, building lock-down or building evacuations, they are to report via the time clock their arrival and departure from the property. They are also to record full-day and half-day absences, along with the reason for the absence.

Nonexempt Employees

Nonexempt employees are to record their daily attendance via the time clocks. Time cards are audited daily by supervisors and human resources to confirm their accuracy. The start and end of the lunch period is also recorded.

Federal and state recordkeeping requirements require the company to maintain accurate records and to enforce certain regulations. All hours worked must be recorded. Do not work off the clock. The following rules must be observed:

Employees must punch out and in for lunch breaks, if they leave company property.

Any errors or missed punches will require the employee to complete a time correction form which must be signed by the supervisor prior to being submitted to payroll.

Tardiness: An employee is considered tardy when he/she works less than a full work day. Employees who arrive after their scheduled start time, after their assigned break or lunch break, or earlier than the agreed-upon start time are considered tardy.

Tardiness, will be considered on the same basis as absenteeism and will result in disciplinary action.

When the bell sounds to notify you that your shift is almost done, please use this time to complete your job and clean up your workstation before punching out. (employees are not to line up at the clock before the bell rings)

Employees leaving the premises during working hours for reasons other than company business (e.g., intermittent FMLA leave) must punch out when leaving and punch in when returning.

Employees who violate the time card rules are subject to disciplinary action, leading up to termination.

Work Schedules

Work schedules are designed to ensure required work can be accomplished during the normal operating hours of the company. Schedules are generally a fixed number of hours during the open operating hours of the company.

Regular hours (the standard work week) for Speck Pumps shall be five (5) days, 40 hours, exclusive of meal breaks. Employees may be required to work weekends and evenings. Employees are expected to arrive at work at such time as will allow them to begin the work day as scheduled.

It is the responsibility of the employee's manager/lead supervisor to set the specific schedule for each employee. That schedule may change from time to time. Although the Company will attempt to provide notice of any changes in the schedule, it may be necessary to make changes without notice. Every effort will be made to accommodate an employee's need for time off, recognizing that the scheduling of work is designed to meet the needs of the Company.

Requests for Schedule Changes

The company understands that on occasion employees may experience situations which may require a temporary schedule change. *Defined as "a short term (less than 30 days) change to start and end times."* Every effort will be made to accommodate the request. However, the needs of the company will always come first. Any schedule change requests must be submitted to your manager for approval.