




City of Olympia Administrative Guidelines

GUIDELINE #14A	
TRUST BASED ATTENDANCE	
EFFECTIVE DATE: June 1, 2007	PREPARED BY: Human Resources Department
REVISED: January 2008 SUPERSEDED:	APPROVED BY:  Steven R. Hall City Manager

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Administrative Guideline #14A – Trust Based Attendance Pilot Project

Trust Based Attendance Pilot Project

14A.1. PURPOSE: The purpose of the Trust Based Attendance Policy pilot project is to test this significant policy change with employees so that the city can improve attendance by trusting employees to make good choices about their use of leave.

14A.2. REFERENCE: The following are additional references, resources and guidelines to be used in administering this policy.

Administrative Guideline 14.6.3 – Family and Medical Leave
Administrative Guideline 14.6.6 – Duty Related Injury or Illness
Administrative Guideline 14 Appendix A – FMLA Definitions and Examples
Administrative Guideline 14.6.2.b – Sick Leave/Acceptable Uses.
Administrative Guideline 14.6.2.e – Sick Leave/Exempt Employees
Administrative Guideline 14.5.1.a – Definitions.
Administrative Guideline 14.5.1.b – Employee’s Immediate Family
Administrative Guideline – Appendix 1 – Leave of Absence Documents
Supervisor Tools: Attendance Improvement Plans
Supervisor Tools: Attendance Tracking Form
Supervisor Tools: Managing Attendance, Tools to Use

Added/Changed Info
Jan 2008

14A.3. APPLICATION: This Administrative Guideline applies to all Independent employees that work in and are fully funded in the following departments. This will not apply to employees that are split with a non-participating workgroup.

Human Resources Department
Transportation Line of Business – Public Works
Office of the Director – Public Works

14A.4. POLICY: The City provides comprehensive leave benefits to employees that allow employees to take time off without loss of income, maintain a balance between work and personal needs, and to sustain a healthy and productive workforce.

The current policy on accrual and use of sick leave for the affected employee groups and all actual accruals will be frozen during the pilot project period. If at any point it is determined that the Trust Based Attendance Policy should be discontinued, all employee accounts will be restored and any accruals they would have earned during this period will be added to their accounts. No employee will suffer a loss of leave as a result of participating in this pilot. If the pilot is successful and is adopted as the City’s policy, sick leave banks will be erased entirely.

14A.5. GUIDELINES:

14A.5.1. PILOT PROJECT PERIOD: The project will be implemented June 1, 2007. The project will be one to two years – whatever is needed to establish the efficacy of the policy. The project may be discontinued at anytime upon agreement of the involved Department Directors and the City Manager

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14A.5.2. COMPENSATION: The City will continue to pay employees who cannot come to work due to injury or illness of self or family members or for time needed for doctor/dentist appointments. In the case of long-term time-off needs related to a serious health condition, the City will develop a plan for continued pay at a negotiated level that will take into consideration the financial needs of the employee and have the least impact on the City. Paid time will be augmented by long-term disability payments and any other pay received for impairment related to the health condition. .

14A.5.3. EXPECTATIONS: In exchange for paid time off, the city has certain expectations of employees.

- a. Employees are expected, as a condition of employment, to come to work every scheduled work day, on-time and ready and able to perform the duties of the job.
- b. If the employee is sick or unable to perform the duties of the job, he/she is expected to stay home. This will allow the employee to return to full work capacity sooner, will prevent exposure to other employees and will assure a safe work environment.
- c. If employee family members are sick and need the care of the employee, the employee is expected to stay home. Where possible, alternative care arrangements should be made so the employee can come to work.
- d. The employee is responsible for calling in to the designated person in the designated manner any unplanned absence as early as possible.
- e. The employee is expected to communicate planned absences as soon as possible. To the best of the employee's ability these absences should be planned so that there is the least disruption to the work group. If possible, coordinate with the work group to meet operational needs. If the employee has suffered a serious injury or illness, the city may require a release from the employee's doctor to return to work.

14A.5.4. CONCERNS: When a supervisor is concerned about an employee's attendance, the supervisor will meet with the employee to discuss attendance history and concerns and to develop an attendance improvement plan. Failure to meet the objectives of the attendance improvement plan may result in disciplinary action, including the discontinuation of pay for future absences and/or termination.

Absence from work without approval, misuse or abuse of sick leave, or excessive unscheduled absenteeism, regardless of the reason, is contrary to City employment standards and may result in disciplinary action, including the discontinuation of pay for future absences and/or termination.

The City will follow all federal, state and local laws when applying this policy.

14A.5.5. KEY RESULTS MEASURES:

- a. Attendance will be neutral or better.
- b. Supervisors and Managers will feel they have the tools they need to manage attendance.
- c. Employees will feel that they are trusted to make good choices about when they need leave due to health-related issues concerning themselves or family members.

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