

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
3. EMPLOYEE RESPONSIBILITIES**

3.1 ATTENDANCE

EXPECTATION 3.1-1 Being available to work hours scheduled is an essential function of each employee's job. All employees should regard coming to work on time, working their shifts as scheduled, and leaving at scheduled times as an important part of their job description.

DEFINITION 3.1-2 Among other things, "good attendance habits" means the following:

- A. Being at your work station and ready to work by the start of the shift;
- B. Remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- C. Taking only the time normally allowed for breaks, if any;
- D. Remaining at work during your entire shift, unless excused by a supervisor;
- E. Leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point; and
- F. Calling if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.

NOTICE OF ABSENCE OR TARDINESS 3.1-3 Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift, if possible. Your department needs advance notice if you are not able to be at work so that other arrangements can be made to cover your absence, if necessary. "Proper notice" means that you call your supervisor or other person designated by your elected official or department head prior to the start of your shift and personally notify him or her about the problem unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else who is not in a supervisory position unless authorized by your elected official or department head.

3.1-4 If you fail to give proper notice of attendance problems in advance as explained in this policy you may be subject to disciplinary action, up to and including discharge.

JOB ABANDONMENT 3.1-5 Unless there are extenuating circumstances, if you are absent without notice for two days in a row you will be considered as having abandoned your job, and Montgomery County will process your work separation as a voluntary resignation on your part.