3358:11-5-08 Tardiness.

(A) Purpose. Chronic tardiness on the part of the employee will not be tolerated.

(B) Guidelines.

   (1) If more than three instances of tardiness appear in one biweekly period, the employee will receive an oral reprimand.

   (2) If this same employee has at a later date three or more instances of tardiness, the result will be a written reprimand.

   (3) A third such instance within a one-year period of time will result in a one-day suspension without pay.

   (4) Further instances could result in immediate dismissal.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

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