

Anthony Medical & Chiropractic

SUBJECT: TARDINESS	Effective: Immediately
POLICY NUMBER: AMC-1.2002	Review Date: 7-1-2021
PREPARED BY: Human Resources	Revision Date:

CLASSIFICATION: All Employees of Anthony Medical & Chiropractic

POLICY:

This policy has been created to state the company position regarding employee Tardiness.

OBJECTIVE:

The purpose of this policy is to establish the guidelines in which all employees of Anthony Medical & Chiropractic are expected to follow to reduce/eliminate Tardiness within the company.

ASSIGNMENT:

For clinical, clerical, and administrative employees of Anthony Medical & Chiropractic to maintain an optimal level of performance and efficiency in the workplace.

STATEMENT:

Anthony Medical and Chiropractic Center believes patient care should be provided in an efficient manner to create an accommodating experience for our patients. To meet this expectation, it is important for employees to make every effort to be at work, when scheduled, to participate in our pursuit to provide quality, effective, and efficient services to our patients. However, we understand that unforeseen, last-minute circumstances may prevent employees from arriving on time.

SCOPE OF POLICY:

1. It is the employee's responsibility to notify their supervisors and/or managers in the event the employee is unable to arrive to work on time.
2. To be considered on time for the employee shift, the employee must be clocked in and at their workstation at the designated time their shift starts.
3. An employee must use the appropriate notification process (*see below*) to inform the company they will be arriving late to work their shift.
4. Notifying HR is not an authorized or approved method for notifying the company of a late arrival to work.

5. Any employee, who has been tardy (3) times in a 4-week period, will be required, at a minimum, to meet with their supervisor to establish a plan of action to improve their tardiness.
6. Excessive tardiness is defined as being late to work and receiving (3) or more tardy warnings during a month.
7. An employee that is tardy (3) times within a 4-week period will constitute (1) unexcused absence.
8. Excessive tardiness can lead to disciplinary action up to termination.
9. Employees will receive 1 attendance point per tardy.

NOTIFICATION PROCESS:

Employee Late Arrival (Tardy)

Office Staff:

Call or text the Office Manager and/or the Assistant Office Manager as soon as possible, but no later than 15 minutes prior to the start of your shift.

Massage Therapist:

Call or text the Massage Lead, Office Manager and/or the Assistant Office Manager as soon as possible, but no later than 30 minutes prior to your first appointment.

Provider or Provider Support Personnel:

Call or text the Director of Clinical Services, Office Manager and/or the Assistant Office Manager as soon as possible, but no later than 30 minutes prior to your first appointment.

Billing and Marketing Team members:

Call or text your immediate supervisor/lead as soon as possible, but no later than 15 minutes prior to the start of your shift. If you are aware that your supervisor is out, then text the Administrative Director.

Human Resources Specialist:

Call or text the Human Resource Manager as soon as possible, but no later than 15 minutes prior to the start of your shift. If you are aware that the Human Resource Manager is out, then text the Director of Administration.