

# Amendment 1.2 to the Kerby's Nursery Employee Handbook

Date: 8/26/21

This augments the policies on page 13 and 14 of the Employee Handbook and creates a system to consistently track attendance for all Kerby's staff.



## Kerby's Point System for Attendance

You are scheduled to work for a reason. We need you in your role at the nursery. When you aren't present, or when you are late, it hurts the company and your fellow workers. Be on time, ready to work, and these points won't matter, in fact your 5M with your manager will be filled with praise for your punctuality and contribution. If not, here is how the points go:

Points will accrue in the following manner:

- 1 minute late to 29 minutes late = 1 point
- 30 minutes late to 3 hours 59 minutes = 1.5 points
- 4 hours to entire workday missed = 3 points

A few terms:

**Tardy:** An employee is considered tardy if they are not present and ready to work at their scheduled start time. Sick days may not be used in increments less than four hours, so may not be used to excuse being tardy.

**Occurrence:** An occurrence is when an employee is not on time or not present to work. If notification is less than 48 hours, it is considered an unscheduled absence. Note that leaving work early is also considered an occurrence and subject to the same point accrual noted above. All unscheduled absences that are not an emergency (serious accident, hospitalization, or similar circumstance) are considered an occurrence.

**Rollover:** The points accrued for an occurrence will be dropped from an employee's record 12 months after the occurrence.

**Bridge:** If an employee calls out from work for consecutive days, the missed days may be bridged to one occurrence. A doctor's note is required if the absence is due to illness and is longer than two days.

*Excerpt from Page 14 of your employee handbook:*

**Surprise!** Even though our benefit programs provide a lot of time off, you do have a job . . . and we need you here (not virtually here, actually here!). We realize that life is full of speed bumps and, occasionally, people get sick, so they need to take time off. However, we hired you because we have work that needs to be done and it's pretty tough to do that if you're not here. This is a team and every player counts. One of our 'rights' as your employer is to expect reasonable attendance at work. For that reason, if you don't show up on an excessive or patterned basis, we'll talk to you about it, explain our point of view, what the problem is, and what you need to do to fix it. We trust this won't be necessary very often, if at all.

## **Administrative Actions Based on Points Accrued:**

- 12 Points – Verbal Warning
- 16 Points – Written Warning
- 20 Points – Final Written Warning
- 24 Points – Termination of Employment

A few notes:

- 1) The rapid accrual of points in a short period of time may warrant more swift administrative action.
- 2) Planned absences for approved reasons will not accrue points. This may include absences for family or health reasons, deaths in the family, jury duty, planned vacations, or other leaves as required by law. Vacation time must be approved at least six weeks in advance of time being taken off.
- 3) For full-time staff, absences will not accrue points until after your available sick days have been used. In order to use a sick day, you must contact Kerby's before the start of the workday (before 8:30am.)
- 4) You must contact a manager every day that you are out unless it is a planned multi-day absence. Calling in sick one day does not excuse you for the following day, unless you have submitted a copy of a doctor's note to your manager that indicates what day you may return.

## **Contacting Owners, Managers, and Supervisors**

A statement in the Kerby's Vision is that we work hard and we play hard. Another way to say that is that when we aren't at work, we get to enjoy the things that we love to do. We get to spend time with family and friends, doing whatever we like, free of the minutiae of the workplace.

With that in mind, please be respectful when contacting the owner, managers, or supervisors. If you are going to be out for the day, you must let the manager-on-duty know before 8:30am on the day of the absence. There is no need to text or call the evening before.

If there is an emergency situation that you feel requires the immediate attention of an owner, manager, or supervisor, it is fine to contact them. If it is not an emergency, please make every attempt not to contact them on their days off or outside of work hours. Allow them the same freedoms you would like on one of your days off.