Staff Meeting Attendance Policy

I. Purpose:

To provide program staff with information pertaining to the Center.
To provide program staff with training required by the State.

II. Scope:

This policy applies to all hourly and salaried non-exempt employees (Administrative staff will attend at the request of the Executive Director).

III. Policy:

A. Attendance at evening staff meetings is mandatory for all hourly and salaried non-exempt employees.

B. Staff members may miss staff meeting if the absence is excusable (see C below).

C. Program staff may be excused from staff meetings for the following reasons:
   a. Attendance to work related classes, conferences, trainings or events
   b. Illness with a Dr. note
   c. Disability leave, FMLA & PFL leave, Workers Comp related leave
   d. Any absence approved in advance by the Program Director or Executive Director

D. Absences will be considered unexcused for the following reasons:
   a. Attending a non-work related event
   b. Being ill without a Dr. note
   c. This list is not exhaustive and any absence deemed un-excusable by the Program Director or Executive Director would be documented as un-excusable.

E. If a staff member has an unexcused absence from staff meeting:
The Code of Conduct will be followed. The first offense will result in a verbal warning, second offense a written warning, a written warning and a plan for improvement created by the employee for the 3rd offense and a 6 month probation & a 25% deduction of 1 vacation or 1 Seniority day for the 4th offense. Any further offenses and the employee's probationary period will be extended and the possibility of suspension and/or termination may occur.

F. The Program Director will track all absences from staff meeting and a rolling 12 month period will be used for unexcused absences.

Drafted Nov. 2015… Implemented January 2016….Revised 2023