



# TARDINESS

## Directive 4-109

Date of Issue: July 2013 Amends/Cancel: N/A

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### I. PURPOSE

The purpose of this Directive is to establish written policy governing tardiness (lateness).

### II. POLICY

Punctuality is particularly important because essential services are provided on a twenty-four hour basis. When a post or detail requires the presence of a Department of General Services Maryland Capitol Police (DGS-MCP) employee, an employee arriving late causes inconvenience and possible hardship for another employee forced to work longer than anticipated. Tardiness is lateness of more than one minute. It is recognized that any employee may, on occasion, be late for work, and that disciplinary action in such cases may not be necessary or even appropriate. However, an employee who is habitually late without a valid reason will be held accountable. It is the responsibility of all supervisors to ensure appropriate, disciplined work habits in their subordinates.

### III. PROCEDURES

- A. If an employee has good reason to believe that he will be late for work, the employee will immediately notify the supervisor on duty.
- B. When the employee arrives at his duty station, the employee will immediately notify the supervisor that he or she has arrived for work. This notification will not be accomplished through the communication of another employee. The employee will make the notification personally.
- C. The supervisor will request an explanation from the employee for the late arrival. After considering the explanation offered and the circumstances, the supervisor will complete a counseling form in order to document the lateness, signal the development of a habit of tardiness, and establish a pattern of progressive discipline in the event that more severe correction becomes necessary.
- D. Generally, the validity of an excuse is determined by the verification of the situation through another source, and whether a responsible course of action by the employee could have avoided the tardiness.
- E. The detachment commander will review the contact form and make the final determination as to whether the tardiness was excusable.
- F. If the tardiness is found to be inexcusable, the commander will ensure that the appropriate deduction of leave is reflected on the employee's time sheet and any other appropriate action is taken.
- G. The employee will be notified in writing by the supervisor as to the determination made by the detachment commander.

H. Punitive measures for tardiness range from counseling to summary punishment. The discipline for tardiness will be administered in a progressive manner.