

**FOSTERING A SUPPORTED & EMPOWERED STAFF:  
ATTENDANCE MANAGEMENT**

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COMMITTEE:	Strategic Leadership Team	PASSED:	23 July 2015
TOPIC:	Recruitment and Employment	AMENDED:	
		REVIEW PERIOD:	As required.

**MANAGEMENT GUIDELINES**

The Library regards regular attendance as integral to the employment contract and in support of excellent library service to the public.

Managers, assisted by tracking and reporting systems necessary for the effective monitoring of attendance, shall be accountable for managing the attendance of employees under their authority.

Human Resources is responsible for supporting the administration of the Attendance Management guidelines and procedures and ensuring that they comply with relevant employment and labour law, human rights and privacy law, the Workers' Compensation Act, as well as terms and conditions of the Collective Agreement with CUPE local 389.

**Accommodation:** The Library also acknowledges its duty of reasonable accommodation. Where repeatedly absent employees present medically identified and confirmed diseases, conditions or disabilities, the Library shall work with those employees to enable them to regularly attend work. Under appropriate circumstances and where operationally feasible, the Library shall provide modified/transitional work assignments as a way to assist employees recuperating from injuries or illness to return to safe and productive employment at the earliest opportunity.

Notwithstanding the employer's duty to accommodate, employees who:

- Fail to provide a reasonable level of regular attendance subsequent to exhausting the Employer's best efforts of assistance, and
- Fail to provide evidence that regular attendance shall be forthcoming in the reasonably foreseeable future, shall be subject to review with respect to their suitability for continued employment.

"Attendance Management Procedures and Guidelines" is the means by which the Library acknowledges its responsibility:

- to assess employee attendance in a reasonable, fair and non-discriminatory manner;
- to set standards for attendance expectations;

- to support employees' rehabilitation efforts to expeditiously return to full or modified transitional duties;
- to help employees with attendance problems overcome difficulties which adversely affect consistent attendance;
- to provide a reasonable opportunity for improvement to occur; and
- to warn habitually absent employees in clear and unequivocal terms that their attendance is inadequate and that a lack of improvement has consequences up to and including dismissal.