

# Examples:

Employee is scheduled to work at 8:00 a.m. and does not report to work until 8:30. **Tardy – 1 Point**

Employee is scheduled to work at 8:00 a.m. and calls in at 7:30 a.m. to inform their supervisor that they are not going to be at work that day. **Absent 3 – points and Late Call 2– Points.**

Employee is scheduled to work at 8:00 a.m. and does not call until 11:00 a.m. to inform their supervisor of their absence. **NC/NS – Termination.**

Employee is scheduled to work at 8:00 a.m. and does not call in but does report to work at 11:00 a.m. Supervisor allows employee to work remainder of their shift. **Partial NC/NS 5 – Points.**

Employee works their regular shift, but asks to leave the workplace early due to sickness (*Approved by Management*). Employee calls in for the next 3 consecutive days sick as well and brings in a acceptable doctors note to supervisor. **Early Out & Absence; only 3 points.** (*Only first full day absence is counted for waiver of remaining points for extended absence due to illness or injury*)

Employees who agree to work an unscheduled shift or agree to a shift change with their supervisor, and then fails to show for that shift are subject to the same guidelines as a regularly scheduled shift.

Employees calling in and stating that they will be tardy and then fail to show for work will be considered a NC/NS. Employees adequately notified (*usually in writing*) of their requirement to attend mandatory departmental meetings or trainings are subject to **3 points for each meeting missed.**

# Bay Mills Enterprises



**EXCEPTIONS:**  
Although this is a NO-FAULT policy, Management recognizes that there are some circumstances that should not be held against the employee. Management reserves the right to not take action under this policy for those special circumstances. ALL exceptions should be reviewed with the General Manager to ensure this is being implemented fairly and consistently.

**Whistle Blowers Provision:**  
Management is committed to ensuring fair and equitable implementation of this policy. If any employee has knowledge of any unfair or inconsistent application of this policy, please report to the Human Resources Director or General Manager immediately.

## Attendance Policy

PROBATIONARY EMPLOYEES

HOURLY EMPLOYEES

**EFFECTIVE 7/1/21,**

**EFFECTIVE 8/30/20,**

**EFFECTIVE 5/13/19, EFFECTIVE 2/14/17,**

**EFFECTIVE 2/09/12, EFFECTIVE 9/13/02,**

**EFFECTIVE 4/9/01, EFFECTIVE 4/1/01,**

**EFFECTIVE 1/1/01, EFFECTIVE 5/11/00,**

**EFFECTIVE 9/7/99, EFFECTIVE DATE: 5-3-99**



# Policy Procedure

## POLICY:

The Bay Mills Indian Community expects enterprise employees to maintain an acceptable attendance record. The Bay Mills Indian Community is utilizing a **No Fault** policy regarding attendance of enterprise employees. It makes no judgments, an absence or a tardy is considered an incident in all cases. This **No Fault** attendance policy sets those standards that are both fair and consistent to the employee and the employer. This assures consistent and fair treatment for all employees.

The **No Fault** attendance policy assigns points to each attendance infraction on a rolling calendar year. **All probationary and non-probationary employees will be allowed to accumulate 11 points.** Once an employee reaches 11 points during a one year period, they will be terminated.

Absences in which the department managers grant the use of paid sick leave under the Enterprise employee sick leave policy, will **NOT** receive points.

The schedules will be created by the department manager, based on the needs of the department, and clearly communicated at least one week in advance. Employees should make every attempt to first work with their department managers and supervisors for all upcoming requested scheduled days off. This should be done with as much advance notice as possible. Approved leave and schedule changes **are not counted** against the employee under this attendance policy.

Unless specifically stated otherwise by the Department Manager, employees calling in absent for their shift must specifically speak to their supervisor or manager.

## ATTENDANCE GUIDELINES:

1. **ABSENCE:** An absence is 3 points.
2. **HIGH POINT DAY:** An absence on a designated high point day is 5 points. These days will be clearly communicated to employees one week in advance.
3. **EXTENDED ABSENCES:** Extended absences with medical documentation will only receive 3 points. If the employee calls in for two or more consecutive days with a valid written doctor's excuse, it will be considered one call in for a total of 3pts. Otherwise, 3 points will be given for each absent day. Employees off for three or more days, may be required to provide a written doctor's excuse stating that they can physically perform the essential functions of the position in order to return to work. Management may grant the use of paid sick leave under the Enterprise Employee Sick Leave Policy. If granted the employee will **NOT** receive any points.
4. **EARLY OUTS:** An early out (leaving before the shift is completed) will receive up to 2 points. However, this is still subject to supervisory approval; otherwise it's considered a walk off the job. If the early out is at the supervisor's request (i.e. lack of business), no points will be given. An early out in the first half of the shift is 2 points; second half of the shift is 1 point.
5. **TARDY:** If the employee is tardy they will be given 1 point. A tardy is defined as not reporting to assigned workstation, dressed and ready to work, at regular scheduled time.
6. **LATE CALLS:** Employees must call in to notify their supervisor of their absence 1 hour prior to the start of their shift. Failure to call in prior to 1 hour before their shift will be 2 additional points.
7. **NO CALL/NO SHOWS (NCNS):** Are unacceptable and is an automatic termination. Not calling in at all or a call in one hour after the start of the shift will be con-

# Procedure Continued

sidered a NCNS. However, employees who report to work and work remainder of their shift (at supervisory approval), will only be given 5 points.

Management **MUST** communicate all attendance infractions to employees within a reasonable time period. Unless mitigating circumstances exist, this must be within 14 working days of infraction. All year old points will be deducted from the employee's total on the rolling calendar year.

# Summary of Infractions

## INFRACTIONS:

**Absent:** 3 Points

**\*\*Must call in 1 hour prior to scheduled shift**

**\*\*Not allowed on Casino/Wild Bluff property if you call in**

**Late Calls:** 2 Points

**\*\*for absences only**

**High Point Day:** 5 Points

**\*\*will be posted 1 week in advance**

**Extended Absences:** 3 Points

**\*\*with documentation**

**Early Out:** 1-2 Points

**\*\*1st half-2 points / 2nd half-1 point**

**Tardy:** 1 Point

**Partial NCNS:** 5 Points

**\*\*work remainder of shift, at supervisory approval**

**NCNS:** Automatic Termination