

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE February 17, 2025	EFFECTIVE DATE February 17, 2025	No. 027-25
SUBJECT: GENERAL ORDER Attendance, Tardiness & Absenteeism		DISTRIBUTION All Personnel	AMENDS
REFERENCE:			RESCINDS 027-22

Purpose: To establish and define policy and procedure regarding attendance, conduct when reporting for duty, tardiness and absenteeism.

Policy: Employees of the Sheriff's Office shall not be absent from duty without first obtaining permission through their supervisory chain-of-command, in accordance with current directives. They shall, unless otherwise directed, present themselves for duty at the time and place specified by their assignment and shall be physically and mentally fit to perform their duties. Employees shall complete the number of hours on duty required by their assignment.

I. Reporting for Duty

Members in all bureaus will adhere to the following:

1. Members will report to their assigned assembly point for roll call fifteen minutes prior to the commencement hour of their tour-of-duty.
2. Members will report in full uniform with their appropriate issued equipment and be prepared for immediate duty.
3. Roll call will be conducted by a supervisor or command officer. Members will respond in a respectful manner at all times during roll call.
4. There will be no disruptive behavior or other unnecessary noise during roll call or during duty assignments.
5. Members will be attentive to issued orders, roll call training memos, presentations and instructions. If an assignment is missed because of inattentiveness, the member will be held accountable. Members will seek answers or clarifications to any questions they may have regarding duty assignments.
6. Supervisors will alert employees to unusual situations, changes in assigned areas, schedules, assignments and new directives or changes in directives. Supervisors will also read daily bulletins and any other information pertinent to various areas of assignment.
7. Police Bureau members will consult the daily roster for duty assignment. At the end of their tour, members are required to check the duty assignment roster for the following day.
8. Jail Bureau members will report to their assigned area and be briefed by off going members to facilitate the exchange of information specific to that area.

* **II. Excused Leave**

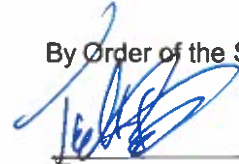
- * A. Employees including immediate family members as defined by union contract, may use their sick leave for medical/dental appointments that have been scheduled with a supervisor at least forty-eight (48) hours in advance. The first sixteen (16) hours of such sick leave shall not be counted against the current Attendance Policy for the 12 month evaluation period/rolling calendar year. Employees wishing to use this leave will code their timecards using attendance type 1002 and Reason Code X92, Pre-approved Medical Absence. Documentation of appointment will be required.
- B. Absences protected and designated as leave under the Americans with Disabilities Act, Family and Medical Leave Act or those absences resulting from work related injury or absence and filed as a Workers Compensation by Monroe County shall not be counted as an occurrence under this policy.
- * C. Civil Service Law allows for County employees the benefit of paid excused leave, not to exceed eight (8) hours annually, for cancer screenings. This applies to all types of cancer screenings. Employees wishing to use this leave shall code their timecards using attendance type 4000, Pay Regular Hours and Reason Code X44 (Cancer Screening). Documentation of screening will be required.

III. Tardiness and Absenteeism

- A. Members who are not present at the commencement of roll call when their names are called or employees who do not present themselves for duty at the time and place specified by their assignment, will be entered in the time book as tardy or absent. Repeated tardiness or absenteeism will result in disciplinary action being taken.
 - 1. MCSPBA, MCLEA and MCDSA Agreement, Article 29 –“Chronic and excessive tardiness and/or absenteeism may result in disciplinary action. In the event of a personal transportation breakdown and/or severe storms in a properly and promptly documented situation which makes it impossible for employees covered by this agreement to report for work or to be tardy as a result of such circumstances, such situation will be excused from disciplinary action”.
 - 2. CSEA Agreement, Article 12 – “Excessive tardiness and/or absenteeism may result in disciplinary action by the department head or designee. In the event of public transportation difficulties, severe storms, floods or similar uncontrollable conditions affecting a group of employees, tardiness and absenteeism may be excused from disciplinary actions”.
- B. In all cases of tardiness or absenteeism, the time book and MB-125 Supervisor’s Incident Documentation Log will reflect same. The log will additionally reflect the reason for the tardiness or absenteeism and the initials of the supervisor.
- C. All employees reporting late for duty, regardless of the reason, are to be entered in the time book as tardy and are to be charged for the amount of time late by way of the use of compensatory or vacation credits. When credits are not available, the time is docked as no pay on payroll documents.
- D. Employees will be required to submit an Intra-Departmental Correspondence, detailing the reasons and circumstances for their tardiness.
- E. When continued tardiness or chronic absenteeism is observed, supervisors will effect coaching and counseling procedures (reference **MBGO-023, Coaching and Counseling Procedures**).

- F. Should the pattern of tardiness or absenteeism continue, following coaching/counseling procedures, the commanding officer or supervisor will initiate disciplinary action.
- G. When employees become ill or are otherwise required to leave their duties, they will immediately notify a supervisor of their intent and the reason for their departure. They will be properly relieved of duty prior to leaving their area of assignment.

By Order of the Sheriff,



Todd K. Baxter