

**COURT ORDER
2018-0661**



Policy Revision - Division 3. Attendance Requirements Section 86-392

On a motion made by Commissioner Mike Cantrell, District 2, and seconded by Commissioner Dr. Theresa M. Daniel, District 1, the following order was passed and adopted by the Commissioners Court of Dallas County, State of Texas:

BRIEFING DATE: 6/5/2018
FUNDING SOURCE: General

Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the attached revised policy (Section 86-392), with minor revisions for immediate inclusion into the Dallas County Code.

Done in open court June 5, 2018, by the following vote:

IN FAVOR: Honorable Clay Lewis Jenkins, County Judge
Commissioner Dr. Theresa M. Daniel, District 1
Commissioner Mike Cantrell, District 2
Commissioner John Wiley Price, District 3
Commissioner Dr. Elba Garcia, District 4

OPPOSED: None
ABSTAINED: None
ABSENT: None

Recommended by: Urmit Graham
Originating Department: Human Resources

COMMISSIONERS COURT BRIEFING



DATE: 6/5/2018

SUBMITTING DEPARTMENT: Human Resources

THROUGH:

SUBJECT: Policy Revision - Division 3. Attendance Requirements Section 86-392

BACKGROUND:

In its continuing efforts to update and clarify the Dallas County Code, the Human Resources/Civil Service Department submits the attached minor revisions with examples to Division 3. Attendance Requirements Section 82-392 Excessive Absences (see attached policy).

OPERATIONAL IMPACT:

The amended policy will provide clarification to current policy and practices.

FINANCIAL IMPACT:

N/A

LEGAL IMPACT:

The Civil Division of the District Attorney's Office has reviewed the revision to this policy.

PROJECT SCHEDULE:

N/A

SBE PARTICIPATION:

N/A

ADMINISTRATIVE PLAN COMPLIANCE:

The County's Administrative Plan recommends that the County become operationally a model governmental entity. Approval of these revisions assists in clarifying this policy.

RECOMMENDATION:

Approve the attached revised policy (Section 86-392), with minor revisions for immediate inclusion into the Dallas County Code.

RECOMMENDED BY:	Human Resources	PREPARED BY:	Jose Melendez
		APPROVED BY DEPT HEAD:	Urmit Graham

Sec. 86-392.

Excessive absences:

When an employee is absent, it causes hardship and disruption to the office. Absences are considered excessive when an employee is absent from work for more than six days or a total of 48 hours during a 12-month period and one or more of the following:

- (1) The absences are frequently unplanned and/or indicate a pattern.
- (2) Other employees must frequently perform the tasks of the absent employee.
- (3) Office productivity and the quality of services offered are negatively impacted.
- (4) The employee's absentee rate is so high the employee's services are of little or no value to the department.

These six days do not include time taken off for planned and approved sick and vacation leave that is taken in compliance with applicable notification policies, death in the family, work-related injuries, jury, military duty, disability resulting in hospital confinement, emergency care, or recuperation for an out-patient procedure. (Ord. No. 2000-174, § 2.18, 1-25-2000)

For Example:

1. An employee takes time off for a doctor's appointment after properly notifying his supervisor. The time off will not count toward the 48 hours referenced above.

An employee's child is sick and the employee plans to stay home with the child. The employee properly notifies his supervisor. If the employee presents a doctor's note indicating that the employee's absence was medically necessary, the time off will not count toward the 48 hours referenced above. If the employee does not present a doctor's note the time off will count toward the 48 hours referenced above.