

3358:11-5-08 Tardiness.

(A) Purpose. Chronic tardiness on the part of the employee will not be tolerated.

(B) Guidelines.

- (1) If more than three instances of tardiness appear in one biweekly period, the employee will receive an oral reprimand.
- (2) If this same employee has at a later date three or more instances of tardiness, the result will be a written reprimand.
- (3) A third such instance within a one-year period of time will result in a one-day suspension without pay.
- (4) Further instances could result in immediate dismissal.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under:	RC Sec. 111.15
Statutory authority:	RC Sec. 3358.08
Rule amplifies:	RC Sec. 3358.08
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