

## **POINT SYSTEM POLICY**

The work relationship is one of mutual agreement. The employer agrees to provide work and a specified wage in exchange the employee agrees to reliably perform the specified job. Part of the definition of reliability is that the Company has the right to expect that it's employees will be present and report to work at the appointed time.

While it is recognized that a normal amount of absence will be caused during the course of the employment year due to illness, injury, or emergency reasons the purpose of this policy is to clearly define Variety FoodServices, Inc. definition of "excessive absenteeism" and the disciplinary action that will be taken to correct it.

### **GENERAL GUIDELINES:**

This policy is administered on an ongoing basis. The most recent twelve (12) months of employment is taken into consideration when administering this policy.

Employees recalled from layoff or on approved medical or personal leaves will have points prorated according to the number of scheduled work days over the most recent twelve months.

Beginning with the SEVENTH POINT employees are to be notified in writing of the number of points they have received. A running total of the points to date will be indicated a that time and as any additional points are earned.

Employees may request a meeting to review their points record should they have questions regarding it.

### **HOW POINTS ARE EARNED:**

½ Point is charged for each tardy of five minutes (.8 on the time clock) to 1 hour late. (Two (2) tardies = One (1) Point).

1 Point is charged for each tardy in excess of one hour late. If no additional tardies occur during the next 30 calendar days the point is reduced to ½ point. (This rule does not apply to tardies in excess of 2 ½ hours.)

If you are absent for more than 2 consecutive days, a doctor's note is required

If an employee reports to work and goes home sick prior to completing 75% of their shift 1 point is assigned.

1½ Points are charged for absences in which departmental call-in guidelines are not followed.

### **EXCEPTIONS:**

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The following absences are the only exceptions to the point system and will not be charged points:

**BEREAVEMENT:** Provided Company procedure is followed.

**JURY DUTY:** Employee must supply a copy of Subpoena/Court order to Supervisor.

**WORKERS COMP. INJURIES:** No point will be charged for injuries deemed work-related by the Companies Compensation Carrier

**MEDICAL EMERGENCY:** No points will be charged for one (1) Medical Emergency per year. A medical emergency is defined as an IN PATIENT HOSPITALIZATION for the employee, spouse, parents, step-parents, or his/her child and must be verified by WRITTEN physician's statement.

**LAYOFF/APPROVED PERSONAL LEAVE/PREAPPROVED TIME OFF:**  
Employee must have received written authorization.

**SNOW EMERGENCY:** Should more than 25% of the employees of Variety be absent due to incremental weather on a given day, or more than 24% of the employees at a given location (Variety and non-Variety included) this shall be considered a "snow day" and points will not be charged. This is a rare occurrence that probably happens once every 10 years and must be designated as such. The employees who do make it to work on a snow day will receive a 1 point credit.

**HOW POINTS DROP OFF:**

The point system is a rolling system. At any point in time it represents the total points earned for the last 12 months of active service.

All points are assigned and removed on the date of occurrence to represent the total point count for any twelve month period.

**DISCIPLINARY ACTION – PROBATIONARY EMPLOYEES/NEW HIRES:**

During the first 90 days of employment with Variety FoodServices employees shall be evaluated for the ability to successfully perform their duties.

As regular attendance is considered a condition of employment any employee that earns 6 POINTS within their first 90 days shall not be considered to have the necessary ability to fulfill their job duties and shall be terminated accordingly.

**DISCIPLINE PROCEDURE – NON PROBATIONARY EMPLOYEES:**

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After an employee has accumulated seven (7) points, he/she will be given a verbal warning with a summary copy for his/her personnel file, the employee (and union if unionized). At the time of this conversation the supervisor will review attendance and the 12 Point NO Fault Attendance Procedure. If unionized the appropriate union representative will witness this and all disciplinary proceedings.

After an employee accumulates ten (10) points he/she will be given a Written Warning that will also be copied into his/her Personnel File (and the union as required). A summary of disciplinary steps is as follows:

7 POINTS	VERBAL WARNING
10 POINTS	WRITTEN WARNING
11 POINTS	SECOND WRITTEN/3 DAY SUSPENSION GIVEN
*12 POINTS	TERMINATION (or 11 points twice in any twelve months)

(Note: Due to the revolving calendar nature of this point system it is possible that a person will remain at a certain point level from month to month and for example receive a Written warning 2 months in a row.)

\*In the situation where an employee is reaching the 11<sup>th</sup> point disciplinary action more than once in a twelve month interval this shall be considered the same as having earned twelve points. Employees who earn eleven points twice within twelve months shall be terminated (not suspended) at the second 11<sup>th</sup> point earning.

Disciplinary action notices are issued on the date of the occurrence. In the case where suspension is to take place the employee should be contacted immediately and the union copied accordingly (if applicable). The fact that an employee may reach 11 points while absent and during the course of the absence have some points drop off does not affect the situation. Any employee who has reached the 11 point mark be placed on suspension upon return to work at a time scheduled by their supervisor.

In the case where an employee has received their 11 point write up with the scheduled suspension date and earns the 12<sup>th</sup> point prior to their scheduled suspension date – they shall be terminated effective the date of earning the 12<sup>th</sup> point.

#### OTHER DISCIPLINARY PROCEDURES:

The 12 Point Attendance Procedure does not limit other disciplinary actions that may occur for failure to follow procedures. Typically related guidelines include but are not limited too, responsibility for following call in procedures, layoff and recall procedures, responsibility to notify supervisor if leaving work station, insubordination, proper procedures for punching time cards, etc. Probationary Employees will have additional

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departmental attendance requirements that must be met to successfully complete a probationary period.

\*\*\*Current disciplinary actions disqualify employees from applying for employee of the quarter awards, transfer or promotion opportunities.

**RESPONSIBILITY:**

It is the responsibility of the department supervisor to see that the employee is notified in writing of every point occurrence after the fifth point and that a written year to date total is supplied at that time. The department supervisor will also be responsible for administering the necessary conferences, verbal and written warnings as scheduled in the preceding pages. Personnel must be notified (and the union if required) at the time of the employees 7<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> points.

**IT'S REALLY OK TO HAVE SOME POINTS...JUST DON'T GET TOO MANY:**

Ever since the Point system has been in effect people have been frustrated by the fact that they have earned points for things that were "not their fault".

That's what a No Fault system is about. Variety understands that people will be late when the weather is bad, and will miss work when they have the flu, or they can't get a sitter for their child, or the car breaks. The No Fault system says sure there are lots of reasons why you might have problems complying with your work schedule. That's why no action is taken during the first six points. The purpose of the point system is to clearly spell out what poor attendance is and when it will not longer be tolerated.

In order to service our customers as an efficient and quality operation we can only afford to utilize employees who attend work on a regular and timely basis. As discussed above an employee with a reoccurring problem should consider a leave of absence until they can comply with the attendance program.

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee Signature

WITNESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: ONE COPY TO BE GIVEN TO EMPLOYEE AND ONE COPY TO BE PLACED IN EMPLOYEE'S FILE.