



## InHealth Attendance Policy

### **Purpose**

Reliable attendance is essential for our staffing company to maintain strong partnerships with school districts and ensure consistent support for students and educators. This policy outlines expectations for attendance, a demerit point system to address poor attendance, and a reward point system to recognize and incentivize excellent attendance. The goal is to promote accountability while fostering a positive work environment. This policy applies to all classroom assistants and support staff placed through our company. All staff are expected to notify the company and the assigned school site at least 2 hours in advance of any absence or tardiness, unless it's an emergency. Notifications should be made via phone, email, or our designated app, with details provided. Failure to notify properly may result in additional points.

### **Definitions**

- **Absence:** Missing a full scheduled shift without prior approval.
- **Tardiness:** Arriving more than 15 minutes late to a shift.
- **Early Departure:** Leaving a shift more than 15 minutes early without approval.
- **No-Call/No-Show:** Failing to appear for a shift without any notification.
- **Excused Absence:** Absences supported by documentation (e.g., doctor's note for personal illness, family medical emergency, or verifiable transportation issue like a mechanic's receipt). These may still accrue points but at a reduced rate.
- **Unexcused Absence:** Absences without valid documentation or for reasons not covered under protected leave (e.g., FMLA, ADA accommodations—consult HR for eligibility).

Note: We recognize that life happens, including sick family members, transportation issues, and personal illness. However, repeated occurrences impact our operations and client relationships, so they will be tracked under this system. Protected leaves (e.g., under FMLA) are exempt from points but must be pre-approved where possible.

### **Demerit Point System for Poor Attendance**

Points are assigned for attendance infractions over a school year period. Points reset at the end of the school year without further infractions, but active probation periods carry over.

- **Point Assignments:**



- Unexcused absence: 3 points
- Excused absence (with documentation): 1 point
- Tardiness or early departure: 1 point
- No-call/no-show: 5 points
- Failure to notify properly (even if excused): +1 additional point
- Thresholds and Consequences:
  - 0-4 points: No action; staff receives a reminder email about the importance of attendance.
  - 5-8 points: Verbal warning and attendance improvement plan (AIP). The AIP includes goals like perfect attendance for the next 30 days and may involve coaching sessions.
  - 9-12 points: Written warning and continued monitoring under the AIP.
  - 13+ points: Placement on probation for 90 days. During probation:
    - Staff must maintain perfect attendance (no points accrued).
    - Any infraction during probation results in immediate removal from the current assignment.
    - Probation may include restricted eligibility for new assignments or rewards.
  - If removed from an assignment due to probation violation, staff may be ineligible for rehire for 6 months, depending on the severity.

Points are tracked via our internal system, with notifications sent after each infraction. Staff can request a review of points if they believe there's an error, providing supporting evidence within 7 days.

### **Reward Point System for Good Attendance**

To celebrate reliability, staff earn positive points for strong attendance over a quarterly period (resetting every 3 months). Points can be redeemed for rewards, encouraging consistent performance.

- Point Earnings:



- Perfect attendance in a month (no absences, tardiness, or early departures): 5 points
- No unexcused absences in a month: 3 points
- No tardiness or early departures in a month: 2 points
- Referring a reliable colleague who maintains good attendance for 3 months: 4 bonus points (one-time per referral)
- Reward Thresholds:
  - 10 points: Public shout-out on our company's social media (with staff consent) or internal newsletter, highlighting their dedication.
  - 20 points: \$25 gift card to a local store (e.g., Starbucks, Target) or Amazon.
  - 30 points: \$50 gift card or a half-day paid time off (PTO) bonus for future use.
  - 40+ points: Entry into a quarterly drawing for larger rewards, like a \$100 gift card or company swag bundle.

Points are tracked and visible in staff portals. Rewards are redeemable at the end of each quarter, and unused points roll over for one additional quarter before expiring. This system is designed to be motivating and achievable—aim for consistency!

### **Procedures and Support**

- Reporting Absences: email [info@inhealthstaffing.com](mailto:info@inhealthstaffing.com) . Provide details and submit documentation within 48 hours for excused status.
- Monitoring: Attendance is reported by school sites and verified by our team. Discrepancies can be appealed.
- Training and Resources: New staff receive policy training during onboarding. We offer resources like transportation assistance tips or wellness programs to help prevent issues.
- Policy Review: This policy will be reviewed annually or as needed based on feedback. Questions? Contact HR at [info@inhealthstaffing.com](mailto:info@inhealthstaffing.com).

By implementing this policy, we aim to reduce attendance issues while rewarding those who go above and beyond. Your reliability directly supports student success—thank you for your commitment!