



Lateness Policy

To maintain a professional, safe and productive work environment, employees are expected to be reliable and to be punctual in reporting for scheduled work. Dependability and diligent attendance are required for HJZ employment. A lapse in either attendance or punctuality presents poorly to the client, reflects negatively on one's own reputation and creates hardship to the remainder of the staff; and will be considered when an employee's work record and performance is evaluated. Excessive lateness may result in disciplinary action, including employment dismissal.

An employee is considered late if he or she is not present for work as scheduled, regardless of the cause. If more than 15 minutes late, pay might be deducted.

[sample policy posted 3/17/2011]