Overview
This administrative rule outlines the College policy regarding attendance.

Applicability
CGCC non-union employees.

Administrative Rule Statement
Reliable, consistent attendance is a requirement and essential function of all staff positions. Employees are expected to be punctual and dependable in order to meet the needs of their department and the College. When employees are absent or tardy, work and service are interrupted and an additional burden is placed on colleagues. Attendance and reliability are important factors in evaluating individual performance and continued employment.

Employees who are unable to meet their employment obligations of regular and reasonable attendance and punctuality are subject to disciplinary action, up to and including termination of employment.

Definitions
None

Interpretation of Administrative Rule
Chief Operating Officer

Cross Reference to Related Administrative Rules
None
Further Information

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Strategic Direction

KFA 3: Faculty and Staff

Appendix

None