



Attendance & Disciplinary Criteria

Internal Candidates Attendance and Disciplinary Policy. The City shall require internal candidates to meet the attendance and disciplinary criteria below at the time of selection, to the extent such a requirement does not violate the terms of any applicable Collective Bargaining Agreement (CBA). The time of selection is defined as when the hiring department submits the Personnel File Part I to the Department of Human Resources (DHR) for processing. The City applies the attendance and disciplinary criteria uniformly. If an internal candidate is passed over for selection based solely on the application of the attendance and disciplinary criteria referred to below, such internal candidate shall remain on the Pre-Qualified Candidate list, and may be considered for later vacancies if the internal candidate then meets the attendance and disciplinary criteria. **Policy cited from the City's Hire Plan – Filed 6/21/11 – Chapter II, Section C, #5 (Page 11) http://www.cityofchicago.org/content/city/en/depts/dhr/supp_info/hiring_plans.html**

ATTENDANCE CRITERIA

CODE	TITLE	DEFINITION	NOTES
SN	Sick No Pay	Unpaid time off taken by an employee who claims to be sick, but has exhausted paid sick leave.	Occurs when an employee calls in to report a sick day and when employee is out of sick and/or vacation days, or if an employee elects to use an SN rather than one of their vacation days. Three consecutive days of SN require a medical certification (doctor's note) verifying the medical need for the employee to miss work. To be granted SN, the employee must notify the Department of their absence prior to the start of their shift.
AN	Absent No Pay	Unpaid employee absence <u>with</u> Employer notification.	Used when an employee has used up all vacation time, or, for Trades employees, has used up their 5 call-ins allowed by the CBA. An employee is marked AN when they notify the Department that they will not be at work prior to the start day of the shift and do not report to work on that day, or if during the day, notify their supervisor that they must leave. May be used for full or partial day absences.
AW	Absent No Call	Unpaid employee absence <u>without</u> Employer notification.	Employee does not phone the appropriate Department call-in line, or appropriate supervisor, prior to the start of the shift and does not show up for work. Used for full-day absences.
AU	Absent Not Excused	Unpaid employee absence <u>without</u> Employer notification.	Used for unexcused early departure from work. Used for partial day absence.

Guideline for using Attendance Criteria	No more than the equivalent of seven (7) working days of "AN", "SN", "AW", and/or "AU" cumulative hours during the past 12 months.	A summary report can be run to identify the total number of hours identified under each of these codes and if the sum of those hours is greater than the equivalent of seven (7) working days, then the candidate would be bypassed.
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DISCIPLINE CRITERIA

CODE	TITLE	DEFINITION	NOTES
DS	Disciplinary Suspension	Employee suspension as a result of formal disciplinary procedures.	Used to record when an employee has been suspended for reasons resulting from an official disciplinary action.
DSA	DS Already	Same meaning as "DS."	ONLY to be used when the employee's pay has already been docked , but no code had been entered into CATA.
SU	Suspension Dock	Employee suspension as a result of formal disciplinary procedures.	Used to record when an employee has been suspended for reasons resulting from an official disciplinary action.
SUA	SU ALREADY	Same meaning as "SUA"	ONLY to be used when the employee's pay has already been docked , but no code had been entered into CATA

Guideline for using Attendance Criteria	No more than the equivalent of seven (7) working days of "SU", "SUA", "DS", and/or "DSA" cumulative hours during the past 12 months.	A summary report can be run to identify the total number of hours identified under each of these codes and if the sum of those hours is greater than the equivalent of seven (7) working days, then the candidate would be bypassed.
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NOTE: This policy applies to all internal candidates who apply for positions regardless of whether the position is promotional, lateral, or demotional.