

Over the past month, there have been 14 occasions where you have been late to work without calling in. Five of these days you were late by more than half an hour. In addition, you have been late returning from lunch on 18 occasions. You have already been given two verbal warnings, one on November 2 and another on November 23.

This tardiness is unacceptable. All employees must start their shifts on time in order for the library to run smoothly. Late arrivals mean the library is short staffed, or that another staff member has to work overtime to cover. Coming back late from lunch either leaves the library short staffed, or requires that another employee take lunch later than scheduled.

You must report to work at your scheduled start time and return from lunch at your scheduled time. If tardiness is unavoidable, you will call in. If you are late more than 3 times in a month, you will go on a probationary period. During this probationary period, if you exceed more than 1 late day in any two-week period, your employment will be terminated.