

## Operator Attendance Tracking

CSAA NAMTSE MEETING  
Memphis 2004

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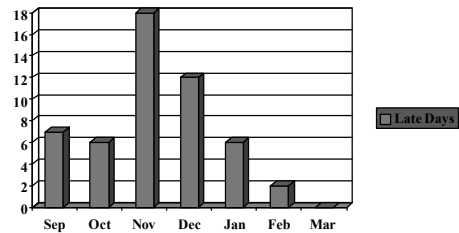
## Attendance Tracking Project

- 26 Operators Tracked
- Timeframe: January 2003- Present
- Meetings Held With Operators December 2003
- Items Tracked:
  - Days Worked
  - Lateness
  - Sick Days

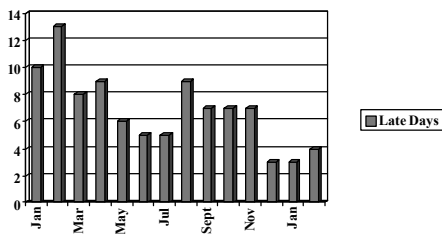
## Time Card Summary

| Day   | Date  | Time Due | Time In | Hours Worked | Late Min | Total Hours | Avg. Hours | Notes   |
|-------|-------|----------|---------|--------------|----------|-------------|------------|---------|
| Mon   | Jan 1 | 7AM      | 7:06    | 8            | 0:06     | 8           |            | Car Tbl |
| Tues  | Jan 2 | 7AM      | 7:08    | 8            | 0:08     | 8           |            | Snow    |
| Weds  | Jan 3 | 7AM      | 7:02    | 8            | 0:02     | 8           |            |         |
| Thurs | Jan 4 | 7AM      | 6:45    | 8            |          | On Time     | 8          |         |
| Fri   | Jan 5 | 7AM      | 6:57    | 8            |          | On Time     | 8          |         |

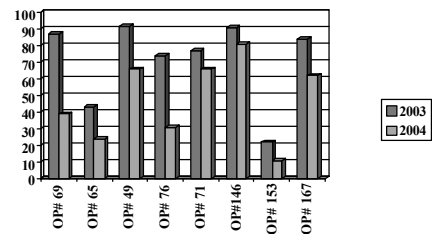
## Operator #189

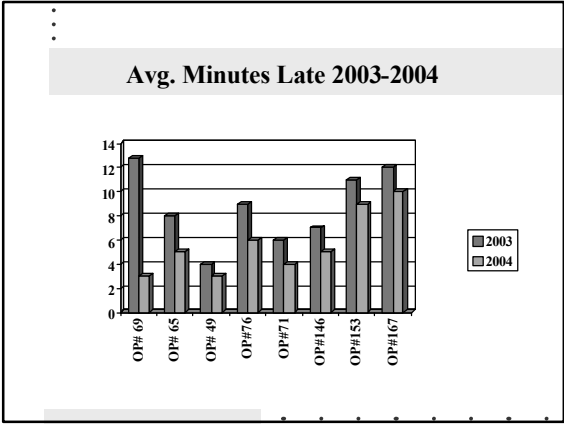


## Operator #128



## % Late Days 2003 vs. 2004





- ### Sick/Personal Day Payment Policy
- Two Sick Days/Quarter Paid In Advance
  - Incentive to work
  - Once money is spent it is hard to justify taking a sick day off
  - Two Personal Days Given Per Year
  - Personal Days are unpaid
  - Additional Personal Days may be given at Management Discretion

- ### Call Off Policy
- Must Call Supervisor As Soon As They Know
  - Supervisor Determines if Replacement is Needed
  - Part Time Operators are Called First
  - List of Available Full Time Operators is Called Next
  - Current Shift Operators May Be Asked to Stay

- ### Tardy Policy
- Operators Must Stay Until Relief Comes In
  - Tardy Becomes Call Off at Discretion of Supervisor (15-30 Min)
  - Supervisor Determines if Replacement Needed
  - Part Time List is Called Next
  - Available Full Time List is Called Last