

	Houston Independent School District Police Department Directives	DIRECTIVE: 420-010
	SUBJECT: Attendance and Reporting Requirements	EFFECTIVE DATE: July 16, 2013 REVISED DATE: December 13, 2022

PURPOSE

The purpose of this directive is to mandate attendance requirements for the Houston Independent School District Police Department personnel. Prompt and regular attendance at work is required of all employees. Each employee is required and expected to work full scheduled duty shifts. This directive applies to all Houston Independent School District Police Department Personnel.

POLICY

An employee's absence from work will be charged as authorized or unauthorized and supported by appropriate documentation. Absenteeism and tardiness are disruptive and unfairly burden other employees and supervisors. An unsatisfactory attendance record may result in disciplinary action, including demotion, suspension, and termination. An unsatisfactory attendance record may also affect an employee's eligibility for promotion or transfer.

TARDINESS

Excessive tardiness may be considered a basis for disciplinary action, including demotion, suspension, and termination.

DUTY HOURS

Employees of the HISD Police Department shall have regular hours assigned for active duty each day.

PUNCTUALITY

Employees shall be punctual in reporting for duty at the time and place designated by their supervisor. Habitual failure to report promptly at the time and place directed shall be deemed neglect of duty.

ABSENT WITHOUT PROPER LEAVE AUTHORIZATION

No employee shall be absent from duty without proper notification. No employee shall be absent from duty without permission, except when unable to report for duty at the prescribed time because of sickness or injury to self or immediate family. Please refer to HISD Board Policy DEC (Local) for additional information.

REPORTING ABSENCES

All employees must notify their supervisor if they call in ill or for a family emergency. All employees must call at least TWO HOURS before their normally scheduled duty hours. **EACH OFFICER WILL CALL IN ON EACH DAY THAT THEY ARE ABSENT FROM DUTY.** Each employee is responsible for entering all time into OneSource immediately upon returning to work. All time (Local/State) utilized for sick leave must be entered upon

return. All scheduled time off (such as vacation) must be entered into OneSource and approved by their immediate supervisor before taking time off. Exceptions will be made for emergencies on a case-by-case basis.

RETURNING TO DUTY

All officers shall contact their supervisor immediately upon returning to duty after being absent from work. All officers will be considered off duty until they call in to report their status of being back on duty.

CONTACT INFORMATION

All employees will provide up-to-date contact information to the Central Business Manager so that a list can be compiled from which they may be contacted at any time. The information on this list shall be provided to only authorized individuals.

Employee information shall include all of the following:

- a) Home telephone number(s);
- b) Cellular telephone number(s), if any;
- c) Alternate numbers may be those of a relative or friend who can contact the employee anytime.

All telephone numbers must be "operable." If there are any changes, they must be reported immediately.



Approved By _____
Pedro Lopez Jr., Chief of Police