

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**  
**Section 510 Attendance and Punctuality**

**1. General Information**

- a. To maintain a safe and productive work environment, the Partnership for Children of Cumberland County, Inc. (PFC) expects employees to be reliable and to be punctual in reporting for scheduled work.
- b. Absenteeism and tardiness place a burden on other employees and on PFC.

**2. Policies**

- a. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor or the supervisor's designee of the anticipated tardiness or absence as soon as possible but no later than 10:00 a.m.
- b. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.