



## Attendance Policy

Employees of Goodwill Industries Serving Southeast Nebraska, Inc. are expected to attend all scheduled work days and hours on time and in a condition fit for work, including two All Agency meetings each year. As an employer, Goodwill expects employees to prevent unscheduled absences from work.

In the case of absences beyond their control, the employee is to personally notify their immediate supervisor as far in advance as possible, but not later than thirty minutes before the scheduled starting time if they expect to be late or absent and each day thereafter if the absence continues. Goodwill encourages employees to have a back-up plan for situations such as transportation and child care issues that arise. Patterns of unapproved or frequent absences may result in discipline up to and including termination of employment. Please keep the following in mind in regards to attendance:

One minute is late.

It is your choice to accept employment and a schedule with Goodwill.

Be considerate of others by working your scheduled shift, and expect the same in return.

Failure to report may be considered voluntary resignation. For terminations other than providing appropriate notice and/or involving theft or other situations classified as involuntary termination, Goodwill will pay the lesser of the current wage or minimum wage for any hours worked but not yet paid, including any vacation balance, if applicable.

All employees will be expected to attend required training for their department to give both parties time to determine if the job is a good match. ANY time missed during training will result in voluntary termination reimbursed at the training wage.

If the employee is unable to call, they are responsible for having someone place the call and following up with the immediate supervisor as soon as they are able. If a message is left, the employee is responsible for following up with the immediate supervisor by contacting and speaking directly to them and ensuring they got the message.

Goodwill reserves the right to request a physician's written statement and/or release to return to work for medical absences of over 3 shifts or upon request.

Use of personal cellular phones for personal calls is not allowed at retail locations during paid hours.

I acknowledge I have accepted employment with Goodwill and understand that my wage is based on my hours of availability and scheduling. If I am not able to work the amount of hours as agreed upon at the time of hire, I understand my wage could be adjusted to match the amount of hours I am working. I understand that personal needs (getting a drink, using the restroom, changing clothes, phone calls etc.) are to be taken care of before clocking in for my scheduled shift.

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Employee Signature

Date