



Attendance Policy

In General. Employees of Goodwill Industries Serving Southeast Nebraska, Inc. (“Goodwill”) 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 as much as possible in order to meet customer/donor service and production needs. Be considerate of others by working your scheduled shift, and expect the same in return. Wages are based on performance and hours of availability and may be adjusted to align with business needs. Failure to provide appropriate notice or walking off the job, and/or situations involving theft or other similar willful situations as determined by executive staff will result in Goodwill paying minimum wage for any hours worked but not yet paid. Violations of this attendance policy may result in discipline up to and including termination of employment.

Training Period. All newly hired 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 unscheduled absence or tardy during training will be considered voluntary termination. Any hours worked during training will be reimbursed at the training wage.

Clocking In/Unauthorized Work. Employees are expected to personally record their time worked by clocking in and out on the approved timeclock with in a 3-5 minute window of the scheduled start/stop time. Report problems with the timeclock to the immediate supervisor. Personal needs are to be taken care of during breaks or before/after clocking in/out for scheduled shifts. Falsifying or otherwise manipulating time records may result in immediate termination.

Goodwill expects employees to work when they are clocked in and does not condone working when an employee is off the clock. Employees may be disciplined when they work unauthorized hours.

Breaks. Breaks are provided as business needs allow and are intended to give the individual time to refresh themselves away from the work area during their work shift. These breaks are not guaranteed, but are intended for addressing personal needs such as using the restroom, getting a drink, making personal calls/using personal cellular phones, having a snack, or simply resting for a few minutes to refresh during the work shift. Employees may not leave the premises during a paid break as they may be called back to duty based on business needs, but may leave during an unpaid 30 minute lunch break if scheduled. Goodwill does not pay anyone to smoke. Therefore smoking may only occur before or after work or during an unpaid lunch break and must occur off Goodwill property. Abuse of break allowances (for example, patterns of breaks that are too frequent or too long in duration) may be deemed a violation of Goodwill’s attendance policy and may subject employees to discipline.

Absences/Tardiness. If an employee is going to be absent from work or late to work, it is the employee’s obligation to notify the employee’s supervisor as far in advance as possible, but in no event later than thirty minutes before the scheduled starting time. If a message is left, the employee is responsible for following up with the supervisor by contacting and speaking directly to the supervisor to ensure the supervisor received the message. If the employee is unable to call, the employee is responsible for having someone place the call and personally following up with the immediate supervisor as soon as the employee is able.

Transportation between home and work is each individual’s responsibility. Goodwill encourages employees to have a back-up plan for situations such as lack of transportation and child care issues.

Initials _____

If an employee misses three or more shifts due to a medical condition, Goodwill requires a doctor's note or other explanation to substantiate the absences. If an employee has been out of work for a medical condition and Goodwill has a reasonable belief the condition may impair the ability of the employee to perform the essential functions of the job or pose a direct threat to the safety of the employee or others, Goodwill may seek verification of the employees ability to return to work. For rules concerning leave taken under the Family and Medical Leave Act (FMLA), please see Goodwill's FMLA Policy.

If an employee fails to show up for a scheduled shift without providing notice to the employee's supervisor, the employee's absence will be treated as a voluntarily termination of employment. The employee agrees they will be paid minimum wage for any hours not yet paid under this circumstance. Goodwill may deviate from this policy if the employee shows good cause, which shall be determined by Goodwill in its sole discretion.

Leaving Work Without Authorization. Employees may not leave their shift without authorization from a supervisor. Employees who leave a shift without supervisor authorization are treated as having voluntarily terminated employment. The employee agrees they will be paid minimum wage for any hours not yet paid under this circumstance. Goodwill may deviate from this policy if the employee shows good cause, which shall be determined by Goodwill in its sole discretion.

Employee Signature

Date