

Memoandum**TO:** Employee
Title**FROM:** Supervisor
Title**SUBJECT:** Attendance Expectations.

This memorandum is written to clarify department expectations regarding your attendance and other work related issues. Both ~~your~~ your level supervisor, if appropriate, and I have spoken with you regarding the department's need to have you consistently report to work on time and be ready to work when you arrive. Your tardiness continues to have a negative impact in our office. I am providing this list of expectations which will be reviewed periodically with you.

When you do not report to work on time, office coverage and departmental obligations to our customers and staff are not adequately being met. Having to cover for your absence also negatively impacts the work and morale of your coworkers. Accordingly, my expectations and other comments follow:

- You are expected to arrive at work promptly at 8:00 AM and work until 5:00 PM with an hour for lunch. Any variation of this work schedule will be approved by me in advance of the variation. Extenuating circumstances will be considered and handled on a case-by-case basis.
- You will be prepared to work when you arrive.
- You are expected to contact the office at ~~xxx-xxx-xxx~~ as soon as possible in the event you are late for your shift or if you are not able to report to work. You will be expected to contact your work area personally, unless illness or other pressing situations require that a family member or other individual call in for you.
- You are expected to request leave in advance of the occurrence and in accordance with department procedures. Extenuating circumstances will be considered and handled on a case-by-case basis.
- You are expected to limit personal phone calls during working hours. Personal business should be conducted outside of work hours or during approved leave.
- You are expected to abide by University rules for use of University computers.
- You will contact me when you have completed your work assignments and have down time during the work day so that I can assist you in maintaining your work productivity.
- We will review your efforts to meet the department's expectations periodically and as the need may arise.

These performance standards are offered to assist you in meeting acceptable levels of performance. Your attendance and job performance are subject to all applicable rules and regulations of this department, Texas A&M University, and the Texas A&M University System. Your failure to meet any expectation listed above or your failure to meet the requirements of established regulations may subject you to disciplinary action, up to and including termination.

You are encouraged to contact the Work/Life Solutions Program by GuidanceResources® Employee Assistance Program at 1-888-383-9622 if you feel a personal problem is contributing

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