

Policy and Procedures

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Title: Attendance

Date issued / last revision: July 16, 2004

Date effective: Immediately

Attendance

Statement:

Cooperstown Medical Transport, Inc. (CMT) is establishing policy and procedures with regard to employee attendance.

Purpose:

This policy is to establish the appropriate level of attendance for CMT employees.

Scope:

This policy applies to all employees of CMT, full time, part time and interns.

Policy:

1. Employees are expected to arrive on time for their respective shift. When an assignment is initiated prior to the end of the shift and extends beyond the normal hours of the shift, the employee will complete the assignment and receive the applicable wages for the extra time worked.
2. Our responsibility to respond in emergency situations precludes our employees from leaving their regular duty shift to staff a volunteer ambulance or fire vehicle. Also, volunteer ambulance or fire service activities will not serve as an acceptable excuse for tardiness or absence from work unless approved by the Director of Operations or a Field Supervisor.
3. Refer to *Time Off* policy in reference to emergency time off.