

**A Brief Overview of the
Punctuality Provision
from the Sparrow/MNA Contract
(Article 16.7 through 16.11)**

This explanation is intended to be a very simple introduction to the rules that relate to dealing with an associate's tardiness or failures to clock in or out. ***Please note that this guide is only applicable to associates covered by the Sparrow/MNA contract.*** If you are not familiar with addressing this problem at Sparrow, please consult with an LAR representative when issuing disciplines for punctuality to ensure that a discipline will not later have to be rescinded.

First, let's define "punctuality" under the contract:

"Punctuality" includes an associate's

1. punching in at their official starting time, *and*
2. being at their workstation ready to work at their official starting time.

"Failure to be punctual" includes

1. punching in late
(less than two hours late – 2 hours or more is considered an absence),
2. leaving work before the end of their shift without their manager's approval,
3. not punching in, and
4. not punching out.

Now let's discuss the consequences for an associate of their not being punctual.

An associate would receive a level 1 formal discipline when they have failed to be punctual 8 times since their anniversary date.

Once an associate is in discipline for failure to be punctual, they must work 4 full consecutive pay periods *with no instances of failure to be punctual* for a level of discipline to clear.

If the associate has an instance of failure to be punctual during the record clearing period, the entire record clearing period (i.e., 4 full consecutive pay periods) restarts.

If the associate accumulates 4 additional occasions of failure to be punctual while they are in any level of discipline for failure to be punctual, they will receive another level of discipline.

When an associate accumulates 4 levels of discipline, their employment is terminated.

PLEASE NOTE that punctuality, attendance, and job performance/work conduct run on separate discipline tracks. So for example, an associate may be in a Level 2 for punctuality, a level 1 for attendance and a level 3 for job performance, all at the same time.