

**Rockline Hourly Direct and Indirect Attendance Policy**

Effective Date: January 2018

Last Revised: January 2024

Punctuality and regular attendance are essential to the efficient operation of Rockline. Associates are expected to report to work as scheduled, on time, and be prepared to start work. Associates are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours disrupt business and put an added burden on co-workers. Unacceptable attendance may result in disciplinary action, up to and including termination.

This policy affects all regular full-time and part-time manufacturing associates and indirect production associates who are paid hourly (non-exempt). This includes Coffee Filter, Wet Wipe, Maintenance, Chemical Mix, Vision Park Logistics, and Maryland Ave Logistics.

# Absence Reporting Procedure

Absences or late arrival must be reported to Rockline at least one hour before the start of the shift. To report an absence or late arrival, use the following online absence form or telephone numbers (text messages will not be accepted). Only one form of notification is required.

**Option 1 - Submitting an Online Absence From**

|  |  |
| --- | --- |
| Website:  [www.RLCallin.com](http://www.RLCallin.com) | A qr code in a circle  Description automatically generated |

The absence form must be fully completed and submitted. This is only to be used for same-day or next-day absences. After the form is submitted the screen will show that it was done successfully. If this page does not show, assume the form did not get submitted properly. This does not constitute as an automatic approval of the absence.

**Option 2 - Calling in an Absence:**

|  |  |  |  |
| --- | --- | --- | --- |
| Coffee Filter | (920) 451-3563 | Maryland Logistics | (920) 451-3516 |
| Wet Wipe | (920) 451-3529 | VP Logistics | (920) 547-5414 |
| Filter Maint | (920) 645-5437 | VP Cell 6 | (920) 453-6458 |
| WW Maint | (920) 334-0033 | Rockline main # | (920) 452-3004 |

When calling in for attendance-related issues, the following information should be clearly provided:

|  |  |  |
| --- | --- | --- |
| First and Last Name | Assigned Work Center | Team Lead Name |
| Associate ID Number | Shift | Reason for Call-In |

If communication of absence or late arrival does not take place at least one hour prior to the start of the shift using one of the above procedures, progressive discipline may be used. *A team expectation must be set for communication of early departure.*

# The Point System

A point system is used to track attendance. Attendance points work on a “rolling calendar total”, meaning that only points accumulated in the most recent 12 months count in the total. Any points older than those 12 months **will not** be considered.

If an associate reaches 1.5 points during a quarter, they will lose 25% of their quarterly bonus percentage (excludes VP Logistics teams). 2 or more points during a quarter, the associate will be ineligible for the plant metrics bonus, if applicable.

Points are assigned as follows:

Arrive after start of shift 0.50 Point

Leave Before end of shift 0.50 Point

Miss Whole Shift 1.00 Point

No Call/No Show 4.00 Points

2 days absent & no call in Voluntary Resignation

* An associate can receive multiple points in a day (arrive late and leave early for example) but not to exceed 1 point.
* Points may be excused in extenuating circumstances with leadership discretion.
* Instances where associate clocks in and out to receive a half point with minimal or no worked time will be monitored by leadership. This is subject to disciplinary action up to and including termination.
* If an associate reports to work and is unfit to perform their necessary job duties, Leadership has the responsibility to maintain a safe work environment and ensure product quality/safety. The Leader has the authority to send the associate home and be pointed for the absence.

# Flexibility

To provide flexibility to our operating teams, the following policies are options to accommodate time off requests:

* **Vacation**
  + Vacations should be scheduled as far in advance as possible. See vacation policy for more details.
* **Emergency Time Off (ETO)**
  + Each associate may use one excused, unpaid time off day per calendar year for an unexcused absence. An attendance point will not be incurred. ETO can be used for partial days, however, can only be used once per year.
  + If an ETO is used before or after a holiday, holiday pay will be lost (unless the associate provides a doctor’s excuse to cover the day).
  + Notification: An associate should communicate their intent to use the ETO when they report their absence. However, if an associate returns to work from being absent for a day where he or she receives a point, that point can be switched to an ETO (if available) if requested within 7 days from the date of absence, no later.
* **Excused Time Off** 
  + This option is dependent on the associate gaining approval with confirmation from Operations Management, before the missed time, that operations will not be disrupted if the associate is absent. This allows for same-day flexibility.
  + Excused time off is at the discretion of Operations Management and may be limited.

Absences that will not result in assigned points under policy (not all-inclusive):

* Pre-approved vacation
* Pre-approved paid holidays and floating holidays
* Emergency Time Off (ETO) – One per year
* Family Medical Leave Act (FMLA)
* Jury duty, bereavement, and military leave
* Worker’s compensation leave
* Other company-approved leaves of absence
* Excused and approved time off granted by Operations Management
* Approved personal leave of absence

**Absences that will result in assigned points under policy (not all-inclusive):**

* Unexcused time off

# Doctor’s excuses

If an associate calls in for two or more consecutive days (includes both partial and full days) due to illness for themselves, parent(s), spouse, domestic partner, child(ren), or foster child(ren) and has a note from the doctor excusing the associate during that time, only the first day will the associate be assessed points. This includes late arrival and early departure due to illness.

If a doctor’s excuse is not provided, the associate will incur points for each absence. The doctor’s excuses are due to Human Resources the day the associate returns to work. If the absence could potentially be covered under FMLA, the associate should contact Leave Support.

# Disciplinary Action

Rockline will utilize our progressive disciplinary policy for late arrivals, non-notifications, and missed punch situations based on accrued attendance points. Associates incurring the number of points listed below in a 12-month period will subject themselves to disciplinary action as well.

3 points Verbal written warning

5 points First written warning

6 points Second written warning

8 points Termination

# Holidays

While every attempt will be made to allow our associates to have off on scheduled holidays, the possibility exists that at times due to business demands, Rockline may require those associates to work on holidays. Communication on whether production will be running on a holiday will be sent out within a couple of weeks of each holiday. Demands may be different for each department.

**Losing holiday pay**

In the event an associate calls in for their scheduled worked shift before or after a holiday and it’s unexcused, the associate will lose the holiday pay; this includes early departure and late arrival. This is the last scheduled work shift. If the associate provides a doctor’s excuse for the time absent, they may not lose the holiday pay.

**Floating holiday**

Each of the floating holidays can only be used once per year. The floating holiday excuses an associate for their whole shift, regardless of how many hours their normal shift consists of if it’s been approved by Operations Management.

**Mandatory Overtime**

In the event mandatory overtime is scheduled this is now considered a scheduled workday. All flexibility options apply.

# Conclusion

This policy is to be used in administering uniform disciplinary action in cases of excess absenteeism. Extenuating circumstances could require deviation from these guidelines in an extraordinary case. In addition, long-term reoccurring attendance issues that have a negative impact on operations and other associates will be dealt with on an individual basis. Please read the attendance policy carefully to ensure that you understand the policy before acknowledging this document. Rockline reserves the right to revise/modify this policy at any time it deems necessary.

I have read and been informed about the content, requirements, and expectations of the attendance policy for associates at Rockline Industries. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Rockline Industries.