



4.11 STAFFING POLICY

In order to efficiently operate the business and maintain standards and schedules, employees are expected to be present for work, on time, for every scheduled shift. Regular attendance and punctuality are essential functions of an employee. Late arrivals, early departures, or other absences are disruptive and frequently cause hardship on the program and to the Person Supported.

It is important that you are on the job as scheduled, at the proper time, and remain there until you are relieved. This is a job essential requirement. Frequent tardiness and excessive absenteeism can lead to serious performance problems and result in corrective action, up to and including separation from employment.

[Click Here to View the Staffing Policy](#)

