

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

ATTENDANCE MANAGEMENT

NUMBER

A1108B

DELEGATED AUTHORITY

**BYLAW 12005, THE CITY
ADMINISTRATION BYLAW**

DEPARTMENT

CORPORATE SERVICES DEPARTMENT

STATEMENT

The City of Edmonton is committed to managing employee attendance through a positive, supportive environment that promotes best possible attendance, in order to provide quality, best-value municipal services. To achieve this level of service, every employee has a responsibility to maintain regular attendance at work.

APPLICATION

This directive is intended to manage the attendance of all employees by acknowledging and encouraging exemplary attendance; and establishing corporate guidelines and support for supervisors dealing with attendance issues.

PROCEDURE

APPLICATION

This directive applies to all employees reporting to the City Manager, including full-time, part-time, permanent, temporary and provisional employees. This also applies to all employees in the Office of the City Auditor.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Code of Conduct Directive A1100
Discipline of City Employees A1102
Collective Agreements

APPROVED: A.B. MAURER

DATE: MAY 14, 2009

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