

Event Staff Attendance Policy

EMPLOYEES MUST NOTIFY THE VAN ANDEL ARENA OR DEVOS PLACE SECURITY OFFICE(S) AT LEAST SIX (6) HOURS IN ADVANCE WHEN AN ABSENCE FROM WORK IS NECESSARY. IF AN UNEXPECTED ILLNESS OR EMERGENCY REQUIRES ABSENCE FROM WORK YOU MUST NOTIFY THE VAN ANDEL ARENA OR DEVOS PLACE SECURITY OFFICE(S) AS SOON AS POSSIBLE.

Any medical condition requiring absence from work of more than three (3) consecutive days requires a doctor's verification of condition and a doctor's release to return to work. You may also be required to provide other types of verification for absences from work such as: jury attendance slips, police report if in an accident and doctor's slip for illness.

Reporting for duty on time – You must be at your assigned post and ready for duty at your assigned time. Arriving at the venue at your assigned time will be considered tardy.

The following are attendance violations and will result in disciplinary action:

Excessive tardiness – three incidents in a three month period or two incidents in a one month period.

Excessive absenteeism - three absences in a three month period. Your supervisor has the right to request a slip from your doctor verifying illness or injury and inability to work during specific days.

Failure to notify the Van Andel Arena or DeVos Place office(s) of an absence SIX (6) HOURS in advance of your scheduled start time.

Absence from work without permission or sufficient explanation in management's judgment.

Abandoning post without authorization or proper relief. This violation could result in disciplinary action from a level 1 to a level 3 depending on severity and management's discretion.

Employees in violation of any of the above listed attendance requirements will progress through the Attendance Disciplinary process as follows:

Initial offense – Level 1 written warning – active for 3 months. The employee must now maintain perfect attendance for 3 months. If perfect attendance is maintained for the following 3 month period, the attendance discipline becomes inactive. However, any violation within 3 month period will result to progression to a Level 2 written warning.

Should progression to a Level 2 written warning occur, the employee must now maintain perfect attendance for 6 months. Any violation within a 6 month period will result in progression to a Level 3 written warning and 3 days unpaid suspension.

Should progression to a Level 3 written warning occur, the employee must now maintain perfect attendance for 9 months. If perfect attendance is maintained for the following 9 month period, the attendance discipline becomes inactive. However, any violation within a 9 month period will result to progression to a Level 4 or termination of employment.