



Toledo-Lucas County Health Department  
Division of Administrative Services  
Memo on Tardiness

Date: July 22, 2015

To: All TLCHD Staff Members

From: Dave Miller – Director of Human Resources

**Subject: Procedure for handling tardiness – Revision**

Please be advised that effective Monday, August 23, 2015 all tardiness, including morning, lunch and early punch out's will be recognized and recorded as tardy.

Ten or more minutes of tardiness per bi-weekly payroll period will result in that time will be docked pay. Exceptions can be made, if approved by your supervisor.

We will monitor tardiness activities and address abusers with progressive discipline, up to and including termination.

Dave Miller  
Human Resources

cc: David L. Grossman, M.D.  
Larry Vasko