

Subject:	<b>Tardiness</b>	
Effective:	<b>8/16/2012</b>	<b>Procedure</b>
Update:		
Reference:	<b>Lexipol 340.3.1</b>	

## **PURPOSE**

To describe the procedure for when an employee in the dispatch center is considered to be fully prepared to assume their duties.

## **PROCEDURE**

1. A dispatcher should be at their assigned console, ready to take over, by the time their shift is scheduled to begin and when returning from their break.
2. Dispatchers must have all necessary equipment to function at their assigned console, including a telephone and radio headset.
  - a. Dispatchers should have the chair they have selected to use placed nearby and ready to move to the console they will be staffing.
  - b. Dispatchers must be attired in approved clothing or uniform.
  - c. Tardiness or permitted lateness shall be coded as VAC on the dispatcher's timecard.