

# Tardies and Miss Outs

## **Miss Out**

Per Section 2.12 of the Contract, “a miss out is defined to be the failure of an employee to report for an assignment at the proper time and place without giving **30 minutes** prior notice to the dispatcher, Chief Operations Officer, or designee.

“Work performed prior to the miss out or required attendance at a mandatory meeting will not change a miss out to a tardy.

“A miss out will be excused whenever written verification is submitted substantiating a bona fide emergency or incident which prevented the employee from reporting to work on time or making the proper prior notice. Such written verification must be submitted within **48 hours** from the time the employee first reports for duty following the miss out.”

1<sup>st</sup> Miss Out

2<sup>nd</sup> Miss Out (within 12 months of 1<sup>st</sup> miss out)

3<sup>rd</sup> Miss Out (within 12 months of 1<sup>st</sup> miss out)

4<sup>th</sup> Miss Out (within 12 months of 1<sup>st</sup> miss out)

5<sup>th</sup> Miss Out (within 12 months of 1<sup>st</sup> miss out)

Verbal Warning

Written Warning

1 day off without pay

3 days off without pay

Subject to discharge

## **Tardy**

If an operator is required to work on the day of the miss out, the miss out will be changed to a tardy. Normally, a tardy operator will not run the same route on which they missed out. Three tardies equal one miss out.