

Absence/Lateness Practice Test

- 1) The correct number for an official Letter of Warning is:
 - A) DS 249
 - B) DS 997
 - C) DS 57
 - D) DS 350

- 2) The correct number for a disciplinary complaint is:
 - A) DS 249
 - B) DS 997
 - C) Dump Receipt (Get Number)
 - D) DS 1005

- 3) The correct number for the Uniformed Absence & Lateness Log is:
 - A) DS 1426
 - B) DS 744
 - C) DS 1657
 - D) DS 740

- 4) S/W B. Late arrives at work at 0603 hours for the 0600 to 1400 hours shift. Upon entry Supervisor Brown asks what happened. S/W B. Late replies, "What's the big deal? I thought I would make it. I'll clean and dump today." S/W B. Late has no prior infractions. Supervisor Brown should:
 - A) Upon the approval of the District Superintendent, allow S/W B. Late to work and carry as Late in the A/L Book, dock him 3 minutes in CityTime, and issue a warning letter due to first instance of lateness.
 - B) Not allow S/W B. Late to work, carry as AWOL in the A/L Book, & issue a complaint.
 - C) Allow S/W B. Late to sign in for 0600 hours because it is his first offense intingent upon cleaning and dumping.
 - D) Upon the approval of the District Superintendent, allow S/W B. Late to work and carry as Late in the A/L Book, dock him 3 minutes in CityTime, and issue a complaint due to first instance of lateness.

- 5) S/W B. Late arrives at work at 0610 hours for the 0600 to 1400 hours shift. Upon entry Supervisor Brown asks what happened. S/W B. Late replies, "There was an accident on the highway & I could not call because I don't have a cell phone." S/W B. Late has no prior infractions. Supervisor Brown Should:
- A) Allow S/W B. Late to work and carry as Late in the A/L Book, dock him 10 minutes in CityTime, and issue a warning letter due to first instance of lateness.
 - B) Not allow S/W B. Late to work, carry as AWOL in the A/L Book, & issue a complaint.
 - C) Allow S/W B. Late to sign in at 0600 hours because it is his first offense, he had an unforeseeable circumstance, and is a model employee.
 - D) Allow S/W B. Late to work and carry as late in A/L Book, dock 10 minutes in CityTime, and issue a complaint due to first instance of late without calling before 0600 hours.
- 6) S/W Minuteman calls her garage at 0525 hours stating she may be late. S/W Minuteman arrives at 0635 hours for the 0600 to 1400 hours shift. This is S/W Minuteman's first infraction. Supervisor Brown should:
- A) Allow S/W Minuteman to work and carry as Late in the A/L Book, dock 35 minutes in CityTime, and issue a warning letter due to first instance of lateness.
 - B) Allow S/W Minuteman to work and carry as Late in the A/L Book, dock 35 minutes in CityTime, and issue a complaint due to first instance of lateness.
 - C) Not allow to work, mark as AWOL in A/L Book, and issue a complaint.
 - D) Not allow to work, mark as Late/Absent in A/L Book, and issue a complaint.
- 7) S/W Smith calls his garage at 0525 hours stating he will be late. S/W Smith arrives at the garage at 0605 hours. This is S/W Smith's 3rd instance. Supervisor Brown should:
- A) Allow S/W Smith to work and carry as Late in the A/L Book, dock 5 minutes in CityTime, and issue a warning letter due to third instance of lateness.
 - B) Allow S/W Smith to work and carry as Late in the A/L Book, dock 5 minutes in CityTime, and issue a complaint due to third instance of lateness.
 - C) Not allow to work, mark as Late/Absent in A/L Book, & issue a complaint due to third instance.
 - D) Order him to report for the 1600 to 0000 hours shift due to third instance of lateness.
- 8) An employee from MN03, who is attached to SI02 for the day is late and must be issued a complaint. Who is responsible for preparing the complaint?
- A) Officer in charge of the attached location
 - B) SIBO (Staten Island Borough Office)
 - C) Officer in charge of employee's payroll location
 - D) MNBO (Manhattan Borough Office)

- 9) Which of the following is not true about the DS 1426 (Uniformed Absence & Lateness Log)?
- A) First page is Officer in charge check list.
 - B) Second & succeeding pages are for all uniformed employees payroll assigned & those attached Over 3 months. Names will be listed in seniority order. Incoming personnel during the calendar year are to be listed in the back pages of the log as they occur.
 - C) For any assigned probationary employees, the words "On Probation" & actual probation period shall be shown next to the individual's name.
 - D) Each page of the DS 1426 is a DS 1426(A).
- 10) Once a new DS 1426 is initiated, the previous year's log will be kept on file for how many years?
- A) 2
 - B) 3
 - C) 5
 - D) 10
- 11) Once an employee is late (Not on probation), they will remain in a penalty status for:
- A) 6 months
 - B) 12 months
 - C) 18 months
 - D) 24 months
- 12) If at any time during the probationary year an employee has time & leave violations, this information should be immediately be referred through channels to:
- A) Borough Operations Office
 - B) Bureau Operations Office
 - C) Personnel Management Division
 - D) First Deputy Commissioner
- 13) S/W Smith Calls MN06 Garage at 0430 hours indicating he is going emergency due to being arrested. Proper procedure is to:
- A) Grant leave pending acceptable proof being submitted within 2 scheduled working days.
 - B) Reassign to a different shift
 - C) Carry as AWOL and issue a DS 249.
 - D) Automatically grant XWOP due to unforeseen circumstance
- 14) S/W I. M. New (Who started the job 2 months ago) is AWOL for the 0600 to 1400 hours shift. This is S/W I.M. New's first infraction. Supervisor Brown should:
- A) Mark as AWOL & issue a warning letter
 - B) Mark as AWOL & issue a complaint
 - C) Change employees shift because he is on probation.
 - D) None of the above.

- 15) An employee that goes emergency must submit proof:
- A) Immediately upon return to work.
 - B) Within 48 hours.
 - C) Within 2 scheduled work days after returning to work.
 - D) Within 2 weeks of the day of the emergency.
- 16) S/W Hourihan goes car down for the 0600 hours shift. After submitting a hand written note within the allowable time frame, the proof is deemed unsatisfactory. S/W Hourihan should be:
- A) Issued a warning letter.
 - B) Issued a complaint.
 - C) Allowed to use a sick day
 - D) Given 5 additional work days to submit satisfactory proof.
- 17) Who determines whether proof is acceptable?
- A) The Garage Officer
 - B) The District Superintendent
 - C) The Borough Chief or his designee
 - D) Personnel Management Division
- 18) After S/W Hourihan's proof was deemed acceptable for his fourth emergency he should be granted:
- A) XWP
 - B) XWP & issued a complaint due to fourth instance in 12 months
 - C) XWOP
 - D) XWOP & issued a complaint due to fourth instance in 12 months
- 19) In emergencies due to child care, what form must be submitted in addition to a DS 1005
- A) DS 275
 - B) DS 274
 - C) SR 64
 - D) SR 65
- 20) Which of the following is not true in reference to Chart Changes?
- A) Employee must have 24 hours or less to be granted a chart change.
 - B) A DS 1005 must be submitted 1 week prior to employees scheduled chart change.
 - C) Request for a chart change cannot be completed by the DSOA (District Superintendent Operation's Assistant)
 - D) All chart changes must be recorded in the Absence Lateness Book.

Absence/Lateness Practice Test Answer Key

- 1) B
- 2) A
- 3) A
- 4) B
- 5) A
- 6) D
- 7) C
- 8) C
- 9) B
- 10) B
- 11) B
- 12) C
- 13) C
- 14) A
- 15) C
- 16) D
- 17) C
- 18) C
- 19) B
- 20) A

