

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 intigent 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 Notes

AWOL (Absent Without Official Leave)

You are AWOL if:

- Not present at roll call & not contacted work location prior to start of shift
- Unaccounted/absent at any time during a shift or at conclusion.
- Employee is arrested and cannot report to work regardless if they call prior to shift

All AWOLS result in DS 249 except probationary employees' first instance within first ~~3 months~~^{60 DAYS} of start date (O.O. 2012-22) which results in DS 997

Carried in CityTime as "Leave Without Pay – Unscheduled LWOP"

Late (Lateness In Reporting)

- Must contact work location NO LATER THAN 30 minutes prior to start of shift and must arrive no later than 30 minutes after start of shift.
 - o At discretion of Borough Chief/Unit Head
 - o CityTime – "Lateness – Unexcused charge to LWOP"
 - Docked on a minute to minute basis
- No call no show & arrive at work within 15 minutes of shift start but due to emergency could not call may be treated as late.
- First instance DS 997, Second & all subsequent w/in 12 months period (Penalty status) is a DS 249.

Late/Absent (Late not allowed to work)

- Third time Offenders will not be permitted to work and will be carried as L/A.
- Arrives more than 30 minutes after shift start
- Calls later than 30 minutes prior and it is deemed they will not make it by 30 minutes after.

Any time and leave violations for probationary employees must be directed through channels to PMD

DS 1426 (Uniformed Absence/Lateness Control Log Book)

- First Page Officer in Charge Checklist
- Each additional page will be devoted to an employee listed alphabetically
- Probationary employees will indicate "On Probation" and dates next to name
- Chart changes will be recorded on back of page
 - o Must have less than 24 hours
 - o Must submit DS 1005 1 week prior to scheduled chart day
 - DSOA cannot fill out
 - Number of approved C/Cs in preceding 12 months must be entered on 1005 by Supervisor
 - Must file in District/Unit Payroll Filing Cabinet

- o If approved C/C or Mutual -- employee(s) will not be allowed to work Chart Day unless Mandatory
 - Cases of Hardship will be reviewed
- New employees will be entered in back of book in the order they come in
- Employees attached 3 or more months will be logged

Attached/Detached

- Attached location handles payroll
- Payroll assigned location handles complaints

Emergency – A sudden or unforeseen situation that needs immediate action

- 2 scheduled work days to submit proof
 - o If deemed UNSAT 5 additional scheduled work days will be given
- Determining whether proof is satisfactory is up to Borough Chief/Designee or PMD
- Up to three emergencies within 1 year – LWP (Chart Change, Vacation, Non FMLA LWOP) can be granted as well
- Additional leaves may be granted LWOP only
 - o Overall work history and performance factor in
 - o LWP in excess of 3 may be granted by Chief of PMD only
 - BWD – the Deputy Director
 - Other divisions – Deputy Commissioner or Division Head
- If emergency leave consists of a completed an acceptable DS # 275 it will not factor into three leave count.
- For child care emergencies a DS 274 (non-FMLA Child Care Leave Form) and a DS 1005 must be submitted