

How to deal with employees that are consistently late for work

it's one of the most common problems that a member can face - dealing with an employee who is always running late.

So what steps can you take to stop the behaviour legally?

Try the following:

If an employee is regularly turning up to work without reasonable excuse then you can ask them if there is anything preventing them from attending work on time?

If no reasonable excuse is provided, you may wish to consider implementing a workplace policy that states that if an employee is running late they will be required to phone to inform their manager and provide an estimated arrival time. The THA is happy to review such a policy once your venue has drafted one. You may want to continue to monitor the situation after this.

If the employee continues to be late after taking these steps, you could consider providing them with a formal written warning detailing the number of days they have been late to work and how that is harming the business.

The warning should refer to the employee's working hour obligations under their contract of employment and venue policy. The warning can state that the venue considers the regular unpunctuality to be misconduct and that their attendance at work will be monitored over a reasonable period of time (e.g. 4 weeks). The warning should also state that if they do not improve they may face disciplinary action including possible termination of employment. After that time you can review the situation again. If the situation has not improved, you may take further disciplinary action which may include termination of their employment. Before you contemplate any possible dismissal we encourage members to contact the THA for IR advice to reduce possible risks of such action

Remember though, to minimise the risk of an unfair dismissal claim in these circumstances, you must of course put the relevant allegations to the employee at a meeting where they have had the opportunity to bring a support person and consider their response to the allegations. Only then should you make a decision about termination.