

Attendance Point Agreement

Version 8.22.23

Being on time, present, and ready for work is one of the most important attributes to our business. Therefore, it is imperative to have consequences for not adhering to these expectations. As of August 21st 2023, Furniture Mall of Texas & Ausin Couch Potatoes (In conjunction with Texas Business Development Group & Discovery Furniture) is instituting a point system for an efficient and traceable form of holding employees accountable for actions.

We expect everyone to arrive at work by their scheduled start time and be at their meetings with their personal items put away, work tools equipped, and ready to assist guests as soon as they enter the door. With those statements in mind, please read the following descriptions of the point system being instated, ask your manager present any questions you may have, and sign.

- 0.5 Point for late arrival (defined as not present and ready to work at scheduled start time)
- 1 point for an unexcused absence
 - An unexcused absence can become an excused absence with a doctor's note.

Consequences for points accrued within a 6 month period:

- Second late arrival: verbal warning (manager discretion to send home)
- 2 points: 1st written warning.
- 3 points: 2nd written warning.
- 4 points: termination.

A point (or half point) aged 6 months will be expunged from an employee's record.

A no call, no show for any shift can result in immediate termination

Print Name _____

Signature _____ Date _____

Manager's Name _____

Manager Signature _____ Date _____

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