



Tardy Policy

This is a brief summary of the key points of the 2016 Tardiness Side Letter.

- **Tardy** means that a Chorister is more than one minute late to a rehearsal or performance call.
- Tardies shall be classified as excused or unexcused, as defined in the side letter, and, upon request, unexcused tardies may be retroactively designated as excused in certain emergency situations.
- There is a new process in place to manage tardiness during a single production as well as tardiness during a season

Tardiness During a Single Production

- 3rd unexcused tardy with notice / 2nd unexcused tardy without notice = Chorister notified by email of tardiness
- 2 more unexcused tardies = meeting with a documented verbal warning
- 2 more unexcused tardies = formal written warning
- 1 more unexcused tardy = Chorister dismissed from production

Tardiness During a Season

- Unexcused tardies \geq two times the number of productions Chorister is engaged in for the season = Chorister notified by email of tardiness
- 2 more unexcused tardies = meeting with a documented verbal warning
- 2 more unexcused tardies = formal written warning
- 1 more unexcused tardy = Chorister dismissed from production

Any Chorister dismissed from three productions over two years may be dismissed from the Chorus.

- **Habitual Tardiness** means that the Chorister's unexcused absences equal or exceed 2 times the number of productions the Chorister engaged for the season, plus 5
 - Ex: If a Chorister is in 2 productions during the season, he or she will be allowed 9 unexcused tardies before being designated Habitually Tardy.
 - Any Chorister who reaches the level of Habitual Tardiness will receive a letter at the end of the season notifying the Chorister of his or her Habitual Tardiness.
 - Any Chorister receiving a Habitual Tardiness letter for two consecutive seasons will be dismissed from the Chorus.

Please let Caroline Walker know if you have any questions. She can be reached at 214-443-1035 or Caroline.Walker@dallasopera.org