Harris County Toll Road Authority Expectations

**Attendance Policy**

Punctuality and attentiveness are the keys to success in this department. Any employee clocking in **1 or more minutes** after their shift start time will be considered tardy. Tardiness is considered arriving for work late or returning back from lunch late. **Employees who are excessively tardy or absent will be terminated.**

You must have perfect attendance for the first 60 days of your assignment.

**Training Period**

The Toll Road Authority has an extensive training period for their positions. Training is essential to your success on the job. **During this time you cannot be tardy or absent.** You must pay close attention and take detailed notes. You are expected to have a thorough working knowledge of the job duties by the end of training.

You must attend training for 3-4 weeks at: 2901 W. Sam Houston Parkway N, Suite 100, Houston, TX 77043

**Dress Code**

You must observe a business casual dress code at all times during your assignment. Please note that clothes that are revealing, too casual or too tight and visible tattoos or piercings are unprofessional and will not be tolerated.

**Work schedule**

You are required to work 40 hours Monday through Saturday with one weekday and Sunday off. Please note that you will work every Saturday on this assignment.

Please do not hesitate to contact us at any time if you have any questions about this policy. We look forward to working with you!