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### Review of John V. Schappi, *Improving Job Attendance* (BNA Books)

W.J. Hankins

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## Review of John V. Schappi, *Improving Job Attendance* (BNA Books)

### **Erratum**

The citation for this review is 2 *RISK* 89 (1991) in most commercial databases.

**JOHN V. SCHAPPI, IMPROVING JOB ATTENDANCE.** (BNA Books 1988.) [187 pp.] Appendices, bibliography, index. LC 87-27638; ISBN 0-87179-535-3 [\$37.00. Address above.]

This is also a reasonably priced book that is well written and documented. Schappi broadly addresses the needs of managers in a variety of settings and takes care to point out that good results require substantial effort, as well as time and money.

The text is basically in four parts. The first examines essential components of an attendance policy, e.g., record keeping and dissemination of the policy. It ends with a discussion of federal and state legal constraints affecting matters such as paternity/maternity leaves, handicapped employees and religious observances. Part two deals with the underlying causes of poor attendance. In the third part, Schappi discusses ways to help employees deal with their problems, and in the fourth, he addresses discipline as a means for fostering good attendance.

Part two may be of particular interest to readers of *RISK*: In addition to discussing ways to deal with, e.g. dual-career families, single parents and responsibilities for elderly care, it deals with smoking, obesity, and other controllable health risks. It also discusses programs to reduce the frequency and severity of on-the-job accidents. The appendices are also very useful. In addition to listing resources for further information and assistance, they contain sample forms and policies.

W. J. Hankins<sup>†</sup>




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<sup>†</sup> Ms. Hankins has a B.S. from the University of Massachusetts and an M.B.A. from Rivier College. She also has extensive experience in dealing with private and public sector employment issues. She is a second year student at Franklin Pierce Law Center.