

## **USE OF TIME CARDS AND THE ATTENDANCE SYSTEM**

- A. This policy applies to the use of swipe cards for the automated electronic attendance system and the use of punch cards for the time card system, whichever is applicable due an employee's primary work location.
  
- B. All Department/Divisions/Bureaus are to ensure accurate attendance records. All employees are required to swipe/punch in (or sign in in those special cases determined and approved by the Business Administrator) at the time of arrival and at the time of departure. It is not necessary to swipe/punch in and out for meals. The automated attendance system will automatically subtract the employee's meal time in accordance with the employees collective bargaining agreement, where applicable. Department directors have the discretion to require employees to swipe in and out for meals in those circumstances where an employee abusing the meal time.
  
- C. Swiping/punching in an advance of your starting time or long after your ending time will not result in extra pay. Only pre-approved overtime authorized by a Director in compliance with the Chief Operating Officer's Executive Order #1 will be recognized.
  
- D. Employees are strictly prohibited from swiping/punching in or out for another employee. Employees are also strictly prohibited from signing in and out for another employee for break and lunch times. Any employee who is found to be in violation of the policy will be subject to disciplinary action up to and including termination.
  
- E. An employee who loses his or her swipe card will be charged \$5.00 for a replacement card. Replacement fees will be deducted from the employees pay. Replacement cards will be issued by the Business Administrator.

- F. It is the responsibility of the employee to notify his or her supervisor that they have, for some reason, forgotten to swipe/punch in. Repeated occurrences of this nature may result in disciplinary action.
  
- G. It is the responsibility of those designated by the Director of each department to make adjustments to time and attendance as suggested by the employee's supervisor and finally approved by the Director of the Department. Any unauthorized adjustment will subject those designees to possible disciplinary action.
  
- H. Failure of an employee to use the time clock in the applicable manner may subject the employee to disciplinary action up to and including termination.
  
- I. These policies do not replace any other existing policies regarding time and attendance, but are supplements.