

COUNTY OF WASHINGTON Pennsylvania	Time and Attendance Policy	PAGE: 1 of 3
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POLICY

The proper use of time and attendance recording functions by employees is the responsibility of the Department Head.

The use of time and attendance recording functions is necessary for the accountability of an employee's time worked. Excessive tardiness cannot and will not be tolerated.

SCOPE

This policy applies to all employees of the County.

PROCEDURE

The following rules will apply to the use of time and attendance recording functions:

1. If an employee has a legitimate reason for not having utilized the time and attendance recording function to log in their time, that reason shall be submitted by the Department Head in writing by memorandum stating the legitimate reason. This memorandum shall accompany the information submitted to the Controller's Office for pay purposes.
2. The employee shall be docked for all unexplained absenteeism not removed by memorandum from the Department Head.
3. In the event of a malfunction by the time and attendance recording functions, the matter will be reported to the Department Head, who will report the problem to the IT Department.
4. An employee who logs in their time after the beginning of their shift will have a 10 minute grace period without the loss of pay. After ten minutes, the employee will be docked.

5. An employee will be considered tardy any time they log in after their starting time regardless of the ten minute grace period.
6. If an employee is tardy in reporting to work four (4) or more times in any ninety (90) day period, it shall be considered an occurrence of excessive tardiness.
7. The first such occurrence shall result in a verbal warning being issued to the employee. This verbal warning shall be in writing and placed in the employee's personnel file. Removal of this warning from an employee's personnel file will be subject to a Collective Bargaining Agreement (if applicable).
8. If, subsequent to a verbal warning, an employee is tardy four (4) or more times in any ninety (90) day period, it will be considered a second occurrence of excessive tardiness. A second occurrence will result in the issuance of a written warning to the employee. Removal of this warning from an employee's personnel file will be subject to a Collective Bargaining Agreement (if applicable).
9. If, subsequent to a written warning, an employee is tardy four (4) or more times in any ninety (90) day period, it will be considered a third occurrence of excessive tardiness. A third occurrence will result in the employee being suspended, without pay, for a period of three (3) scheduled work days. Removal of this warning from an employee's personnel file will be subject to a Collective Bargaining Agreement (if applicable).
10. If, subsequent to a suspension, an employee is tardy four (4) or more days in any ninety (90) day period, the employee will be suspended pending termination of their employment.

Interpretation and Administration

The Department Head is responsible for the day to day punctuality of their staff. The Human Resources Department is responsible for the overall implementation and administration of this policy under the guidance of the County Solicitor.

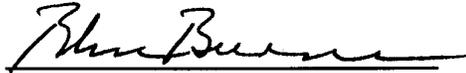
The Board of Commissioners is responsible for the ultimate authorization and control of this policy.

ADOPTED this 7th day of June, 2007, per minute 816.

COUNTY OF WASHINGTON



Larry Maggi, Commissioner



Bracken Burns, Commissioner

Co-Chairmen



Diana L. Irey, Commissioner

ATTEST:

Approved as to Form
and Legality:



Mary Hejlicke
Chief Clerk



Eynn DeHaven
Solicitor



Timothy McCullough
Director of Human Resources

per minute # 816
dated 6-7-07