

## **City of New Haven**

### **Time and Attendance Policy**

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**Purpose:** The purpose of this policy is to provide a more efficient and dependable method for enforcing the City's workplace rules regarding punctuality and attendance and to establish clear guidelines and procedures for the utilization of timekeeping devices.

**Issuing Authority:** The Chief Administrative Officer is the issuing authority of this policy.

**Enforcement Authority:** Daily administration is the responsibility of the Department Heads.

#### **Policy**

1. The City of New Haven regards coming to work on time, working one's shift as scheduled, and leaving at the scheduled time as essential functions of every job and an important part of every employee's job description.
2. It is at the discretion of the Department Head to determine whether or not to utilize the timekeeping devices (e.g. KRONOS) for any or all classifications of employees in the Department. The decision to use the timekeeping device should be consistent within each job classification in that Department, provided however that the Department Head may make exceptions based on an individual's job location, as appropriate.
3. The Department Head may opt to enforce the provisions of Paragraph 11 of this policy for employees in the Department who are not subject to the use of a timekeeping device. Such enforcement should be consistent within each job classification in that Department, provided however that the Department Head may make exceptions based on an individual's job location, as appropriate. Notwithstanding anything to the contrary in this paragraph, all members of Local 424 shall be subject to the provisions of Paragraph 11, regardless of whether they use a timekeeping device or not.
4. Where timekeeping devices are utilized, they must be used to record the start time and end time of the workday, and for overtime purposes. Use of the device for the lunch period or for personal time off during the day shall be at the discretion of the Department Head.
5. Any employee who will be late for work must notify his/her supervisor as soon as possible (in no event less than 60 minutes prior to the scheduled shift start time, absent exigent circumstances). Such notification must be given by phone, personally and directly, to the supervisor. Notification of tardiness will not excuse the employee from disciplinary actions pursuant to this policy.

6. Non-exempt employees will be paid only for hours which are actually worked or which are excused absences pursuant to the applicable collective bargaining agreement.
7. All overtime must be authorized by the Department Head before it may be worked. Employees who remain punched in beyond their authorized working hours shall be subject to discipline.
8. Employees using a timekeeping device must punch in and out of work in a timely manner. Employees shall be afforded a grace period of seven minutes. Thus, employees will not have their pay docked for clocking in late or clocking out early within this timeframe.
9. Employees may not make up time for which they are docked.
10. Timekeepers may not manually override the system for the purposes of allowing employees to make up for docked pay for hours not actually worked. Adjustments to the time clock hours shall be limited to instances (1) where the employee cannot punch in or out for legitimate business reasons (e.g., they are reporting to a different work location for meetings or training or need medical treatment under worker's compensation) or (2) where the time clock does not accurately reflect hours actually worked for purposes of regular or overtime pay. Department Heads shall designate those individuals with authority to adjust the time clock, and shall notify the applicable union of such designation. Abuse of timekeeping adjustment privileges shall be subject to discipline.
11. For simple instances of violations of this policy (e.g. tardiness, unauthorized early departures, punching in or out outside of established times, forgetting to punch in or out, etc.), discipline shall be administered as follows:

3 instances in one calendar month = oral warning

4 instances in one calendar month = written warning

7 or more instances in one calendar month = 1 day suspension

Violations in subsequent months will subject the employee to progressive discipline in addition to the level of discipline stated above. Disciplinary action shall remain in the employee's personnel file in accordance with the provisions of that employee's collective bargaining agreement.

12. Department Heads are authorized to create specific protocols and rules regarding time and attendance and the use of time keeping devices within that Department to supplement the terms of this policy, subject to approval by the Director of Labor Relations. Notice of such specific protocols and rules shall be provided to the applicable bargaining units prior to implementation, and the union may have an opportunity to bargain any such protocols and rules which conflict with the requirements of this policy.

13. Exempt employees may be required to utilize a timekeeping device, and may be subject to disciplinary action for violation of workplace rules in accordance with this policy. However, there shall be no impact to their pay pursuant to applicable state and federal laws.
14. Nothing in this Policy shall affect any grievance rights provided in the City's collective bargaining agreements, provided however that any grievances regarding this Policy shall be limited to alleged violations of the Policy, and not to the implementation of the Policy itself.

Issuing Authority:  \_\_\_\_\_

Effective Date: March 16, 2012