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**ATTENDANCE AND TIMEKEEPING REGULATIONS; PENALTY CHARGES FOR LATENESS**

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1. Applicability

These lateness regulations shall be applied to all staff members who are required to record their time on time clock or daily sign in/out sheet. Any employee recording time in or out on another employee's time card or time sheet will be subject to disciplinary action under Section 75 of the Civil Service Law.

2. Starting Time

Starting time is the time scheduled by the supervisor with the approval of the Director of Personnel for the commencement of the workday. Any change in this schedule requires the prior written approval of the Director of Personnel.

3. Grace Period

A grace period of 1/10 of an hour (6 minutes) per day will be allowed from starting time to allow for transit delays, elevator delays, extreme weather conditions, etc. Lateness of more than 6 minutes shall be deducted from annual leave in accordance with the lateness penalty.

4. LATENESS PENALTY

<u>For Lateness of</u>	<u>The Penalty is</u>
7 - 10 minutes	15 minutes
11 - 20 minutes	30 minutes
21 - 35 minutes	45 minutes
36 - 50 minutes	1 hour
51 - 1 hr. 6 minutes	1 hour and 15 minutes
Thereafter	Like multiples added to 1 hr. 15 min.

Examples:

<u>Lateness</u>	<u>Penalty</u>
1 hr. 7min.-for the first 1 hr. 6min. for next minute	1hr. 15 min. <u>15 min.</u> Total 1hr. 30 min.
1 hr. 50 min.- for first 1 hr. 6 min. For next 44 minutes	1 hr. 15 min <u>1hr</u> Total 2 hr. 15 min
2 hr. 30 min.-for first 1 hr. 6 min for second 1 hr. 6 min. for next 18 min.	1 hr. 15 min. 1 hr. 15 min. <u>30 min</u> Total 3 hours

If there is no annual leave balance, appropriate payroll deductions may be made

5. Chronic Lateness

An employee who punches or signs in after his scheduled starting time five or more times a month may be subject to penalties and disciplinary action. This standard is not intended to preclude action where other patterns of lateness prevail.

6. Early Departures

If an employee punches or signs out prior to the end of the scheduled workday without authorization, time will be deducted from annual leave in multiples of half-hours. Unauthorized early departures will be subject to disciplinary action.

7. Excused Lateness

Lateness caused by a verified major failure of p[ublic transportation, such as widespread or total power failure of significant duration or other catastrophe of similar severity, shall be excused.

8. Failure to Record Time

Employees are required to record their time upon arrival and departure from work. Employees may be required to record their time upon leaving for lunch and returning from lunch. Failure to record time may be excused only by the Director of Personnel. Such approval will be indicated by the Director of Personnel's making the appropriate time entries and initiating such entries.

9. Earned annual leave may be taken only at a time convenient to the college. Therefore, prior approval of the supervisor and submission of the approved annual leave form to the Personnel Office are required. The minimum unit of time charged to accrued annual leave is one half-hour.

10. Late arrivals cannot be made up by curtailing the lunch hour, working beyond the scheduled quitting time or by any other means. Further more, the lunch hour may not be waived to compensate for an early departure.

Sources:           University Personnel Policy Bulletin 1/88  
                      Regulation Reference  
                      Blue and White Collar Contract Agreements