



## CUYAHOGA COUNTY TREASURY DEPARTMENT

# **TIME & ATTENDANCE**

All Office employees represent Cuyahoga County's Treasury Department when they report to work either at the Office or in other venues. Absenteeism and tardiness represent two of the most serious problems in county government. The purpose of the Time & Attendance Policy is to increase productivity and employee morale through the systematic reduction of employee absenteeism and tardiness. This Policy establishes guidelines that employees are expected to follow in their capacity as Treasury employees.

### **HOURS OF OPERATION**

The Treasury is open during the hours of 8:30 AM to 4:30 PM, Monday through Friday, with the exception of the last day of the collection period. The last day of the collection period in January and July is 8:00 AM to 7:00 PM with the exact date to be determined by the Treasurer.

### **LATE ARRIVAL/TARDINESS**

All employees are expected to arrive on time, be prepared to commence work at their designated start time and to record or clock his or her time at the moment of **commencing to work** and departing for the workday. If you arrive after your start time you are considered AWOL. Neither vacation, exchange nor compensatory time may be used for an AWOL occurrence.

Pursuant to the Cuyahoga County Policies and Procedures Manual sections 6.02, 6.05, 14.01, 14.02 and 14.03, AWOL and tardiness are work rule violations.

### **PLEASE NOTE:**

**Falsification of electronic time records may result in discipline including removal from employment.**

### **ALTERNATIVE WORKDAY SCHEDULE (AWS)**

Management reserves the right to assign an alternative workday schedule based on operational needs. The alternative workday hours are determined at the discretion of the manager and shall not exceed the standard forty-hour workweek without prior authorization of the employee's supervisor.

**EFFECTIVE: 9/1/2016**



## **CUYAHOGA COUNTY TREASURY DEPARTMENT**

### **FLEXTIME**

Flextime is not an option for late arrival/tardiness situations.

### **VIOLATIONS**

Employees who do not report to work on time are in violation of the attached office policy as well as the County's Attendance Control Policy (Section 14.03).

### **ENFORCEMENT**

Supervisors are responsible for enforcement of this policy and to counsel those in jeopardy of violating this policy. If you have questions regarding what this policy covers, please consult with your immediate or next level supervisor. Supervisors are accountable for their employees' whereabouts at all times. Supervisors must ensure that the employees for whom they sign timesheets understand and comply with the policy. Supervisors who do not regulate their employees' work hours may also be subject to disciplinary action.

**EFFECTIVE: 9/1/2016**