



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 469  
VERSION: 1

## **SUBJECT: CLOCKING IN AND OUT**

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**POLICY:**

All Facilities employees will clock in and out for every shift. This will be done using the Facilities office approved time clock.

**PURPOSE:**

To ensure accurate time keeping for each employee.

**PROCEDURE:**

- Employees will clock in and out using the approved time clock.
- Employees shall NOT clock in any earlier than 15 minutes prior to the start of their shift.
- If leaving the facility for lunch, the employee must, clock out when they leave and clock in when they return.
- Employees must clock out at the end of every shift.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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Supersedes:	