



Commission on Animal Care & Control	<b>General Order : #017</b>
<b>Subject: Automated Time &amp; Attendance Procedures / Roll Call Attendance</b>	Date Issued: 07-17-02 Revised: 8/29/2012 <b>Manager's Approval:</b> 

All employees will swipe in and out (in full uniform) at the Kronos station located across from the ACA Supervisor's office. Those employees required to attend Roll Call will then proceed to their assigned Roll Call room of the Animal Control Center. These Roll Calls will be conducted **promptly** at the beginning of each shift.

#### AUTOMATED TIME AND ATTENDANCE PROCEDURES

- Employees shall swipe in from 0 to 30 minutes **before** their regular scheduled start time **in full uniform and ready for roll call/duty.**
- Employees who swipe in at **ANY TIME** past their regularly scheduled start time are tardy. Progressive disciplinary action may be taken if a pattern of abuse is noted.
- Employees who swipe in more than 8 minutes past their regularly scheduled start time is considered tardy and may be docked in 15 minute increments. Progressive disciplinary action may be taken if a pattern of abuse is noted.
  - If tardiness is anticipated, the employee shall notify his/her Supervisor/Acting Supervisor (no substitutions), as soon as possible to inform the Supervisor of expected time of arrival. If the employee calls the dispatch office outside of normal business hours to notify of tardiness he/she must leave a telephone number where he/she can be reached by a Supervisor, if needed.
  - Tardiness will be reported by the roll call Supervisor on the Time Edit Sheet. The employee will be required to submit a To/From regarding the tardy and attach a CU request. This request will be reviewed by the Division Manager and may or may not be approved. If the CU is approved, then CU will be deducted for the tardy, if CU is not approved, then the employee will be docked as Tardy Dock (TD). Three (3) incidents of tardiness will call for progressive disciplinary action.
  - Staff will be recorded as absent and carried on the time roll as (AN) if their tardiness is more than sixty (60) minutes.
- Unless a change in starting time has been approved, employees who swipe in earlier than their starting time will not be qualified for overtime.
  - Employees should swipe out from 0 to 8 minutes past their scheduled end time. Employees who swipe out later than the 8 minutes are not eligible for overtime unless pre-approved by a Supervisor or Manager.
  - Employees who swipe out earlier than their end time may be docked in 15 minute increments. Progressive disciplinary action may be taken if a pattern of abuse is noted.

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- If an employee fails to swipe in or out for any reason, it is the responsibility of the employee to inform the Supervisor that an edit needs to be completed. Supervisors will complete the edit sheet providing all information to rectify any failure of an employee to swipe in/out properly. If a time edit is not completed, the employee may not get paid for the day of the missed swipe.
- The Administrative Services Officer will be making adjustments to the employee time records as required per the Daily Time Edit Sheet.
- If the employees ID will not swipe correctly, you must notify a Supervisor at the time of swiping to verify time of arrival/departure.

#### ROLL CALL

- The Supervisor must ensure that all personnel have swiped in prior to Roll Call. Personnel not attending Roll Call, will be appropriately marked on the "Daily Time Edit" as tardy or absent.
- Upon issuance, read all new Memorandums and/or directives for five (5) consecutive days per shift.
- Inspect personnel for proper and complete uniform and equipment utilized by them during the course of their tour of duty.
- Issue assignments (and vehicles for Animal Control Officers/Inspectors).
- Daily Edit Sheets are to be completed PRIOR to forwarding to the Timekeeper.

#### PERSONNEL DUTIES & REPSONSIBILITIES

- Personnel will adhere to all Automated Time and Attendance Procedures as outlined.
- Personnel will report for Roll Call in COMPLETE Uniform and ready for inspection.
- Personnel reporting for Roll Call will ensure that their uniform is clean, neat and in good repair.
- Promptness for Roll Call is Mandatory.
- Have in his/her possession, at time of Roll Call any and all equipment which enable them to perform his/her duties during their tour of duty.
- Immediately upon completion of Roll Call, personnel will proceed to the positions and/or vehicles to which they are assigned. Field personnel will leave the Animal Control Center and surrounding area.