

TO: Hourly DFSE, DSOEA, Childcare and Noon Hour Supervisors

FROM: Ruth Bankhead, Director of Human Resources, Non-Instructional *RB*

RE: Substituting Paid Sick and/or Personal Business Time When Reporting Late to Work and/or Making Up the Time

DATE: December 6, 2019

It has come to the attention of Human Resources from the Payroll Department that employees are going no pay when reporting late to work or trying to make up the time by working later. You cannot make up time when you are late.

As an example, if your hours are 3:00 p.m. – 11:00 p.m. and you come in at 3:15 p.m., you must still leave at 11:00 p.m. and your time for that day will be 7.75 hours worked and .25 no pay. As a reminder, personal business time needs to be requested in advance and is not appropriate for being late to work.

Work Rule #12 indicates “Falsification of any reports or records, including personal, absence or sickness”.

Work Rule #18 indicates “Unauthorized or unexcused absence, reporting late to work, leaving work or building during work hours without proper authorization”.

Beginning January 1, 2020, the payroll department will begin auditing time cards as well as referring to Human Resources those individuals who are reporting late to work and utilizing no pay. The first incident will be a memo to the employee with a copy placed in the personnel file. Further incidents will result in formal disciplinary action.

We appreciate your cooperation in this important matter. If you have any questions or need additional information, please do not hesitate to contact me at 827-3070.

cc: Executive Cabinet
Building Principals