

C. Recording Hours

All employees are required to accurately record the hours worked each pay period on their time card. Non-exempt employees are required to clock in and out promptly before starting and upon finishing work and to punch out and in for lunch. An employee using a time clock is responsible for his or her card. Supervisors will be required to post a comment on instances where an employee has not punched in or out. Non-exempt employees may not clock in or begin working more than ten (10) minutes prior to the beginning of his or her shift. Non-exempt employees also may not clock out more than ten (10) minutes after the end of his or her shift, unless overtime has been authorized. Any employee punching in or punching out the time card of another employee will be subject to disciplinary action up to and including dismissal.

D. Department Work Schedule

Break periods are not allowed during the employee's workday except as may be necessary. Employees are also expected to be at their work station and ready to begin work promptly at their scheduled start time; and are required to adhere to the department work schedule. These rules apply to all employees, whether exempt or non-exempt.

Failure to adhere to department work schedules shall result in disciplinary action up to and including dismissal.

**C-XII  
EMPLOYEE PERFORMANCE AWARD PROGRAMS**

A. Policy

1. CMHA recognition programs seek to identify those leaders whose efforts have inspired and supported the performance and achievement of others. Awards should be used to motivate employees towards increased productivity and creativity, encourage excellence in job performance, support, and enhance CMHA goals.

If an employee gives something extra, looks for new ideas or creative approaches to old problems, creates exceptional efficiency, or leads a team to resolve a seemingly irresolvable problem, that employee should be recognized in meaningful ways that make the individual proud of his/her achievements.

2. Recognition options include a monetary award (which may be given to an employee only once during a calendar year), letter of appreciation, time-off, or nomination to the CMHA Champion Program.
3. The combined total of an employee's pay, performance and non-monetary awards, etc., in any one calendar year, cannot be more than the employee's salary at the end of the same calendar year.