




City of Cleveland Memorandum
Frank G. Jackson, Mayor

TO: Union Officials

FROM: Deborah Southerington,  Director, Human Resources

SUBJECT: Timekeeping

DATE: Monday, March 3, 2014

Due to the upgrading of the City of Cleveland's time-keeping system, we are modifying our timekeeping practices regarding employees swiping in and out of work. As a result, the City is deleting paragraph VI.A.5.c of the Attendance Policy.

The impact of this change is that there will be no rounding of time and employees swiping in or out early or late will be paid based on the actual time of their swipe (and not on a "rounding" basis).

Please direct any questions regarding this change to the Department of Human Resources, Labor Relations Section.

CC: Barbara Langhenry
Sharon Dumas
Lonya Moss
Rachon Long
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Philip Haddad
Labor Relations