

CITY OF CLEVELAND
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thirty (30) hours of sick time within a rolling calendar quarter and is subjected to progressive discipline.

10. The validity of all medical excuses and physician's certifications may be subject to review by management consistent with the guidelines established by the family Medical Leave Act. Falsification of a medical excuse can result in discharge.
11. An employee may be progressed to the next step of the discipline schedule each time a review of the employee's absences reveals a violation of attendance requirements as set forth above.

VI. TIME AND ATTENDANCE/KRONOS GUIDELINES

The City of Cleveland acknowledges the value of a comprehensive City-wide standard, accurate timekeeping system through which employee attendance records can be maintained. Such a system is available through the Kronos System. The following policy is intended to provide uniform guidelines for employees to follow as they use the Kronos timekeeping system. The City of Cleveland expects every employee to give the citizens of Cleveland a full and productive day of work. Employees of the City of Cleveland will be subject to disciplinary action for time and attendance abuse.

If this conflicts with the provisions of any collective bargaining agreement, it is understood that the collective bargaining agreement supersedes.

A. Procedures

1. The Kronos System is the means through which employee attendance records are maintained. Employees are expected to utilize this system so that timekeeping is uniform and reliable. There is a general scheduled work time for standard City of Cleveland employees of 8:00 a.m. to 5:00 p.m. with a 1 hour unpaid lunch.
2. ~~The City will dock employees on the basis of one-tenth (1/10), or six (6) minutes per hour.~~ Docking of an employee's pay because of late swipes in or early swipes out does not preclude the employee from being subject to discipline under this policy.
3. Kronos cards are the property of the City of Cleveland and are issued to each employee to facilitate accurate timekeeping. Swipe cards are the responsibility of the employee. Employees must notify the supervisor immediately if a swipe card is lost or damaged. A lost or damaged card must be replaced unless otherwise directed by the Department/Division.

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The replacement card must be obtained from the Department/Division designee within two (2) days of the first missed swipe. The first (1st) damaged card will be replaced at the City of Cleveland's expense. A \$10.00 fee will be charged for a lost, damaged, or an additional replacement of the City of Cleveland Kronos swipe card.

4. All affected employees will be issued a Kronos card that is to be used to swipe in and out of the assigned Kronos Time clock. "Swipe" refers to any means an employee reports their attendance through Kronos.
5. The Kronos card is to be used consistent with the following guidelines:
 - a. Daily swipes are required as follows:
 - i. Start of work day
 - ii. Lunch period (determined by divisional operating policy)
 - iii. End of work day
 - b. Under no circumstances may an employee swipe another employee in or out. Any and all employees involved in this type of violation will be subject to progressive discipline.
 - c. In/out rounding rules. A City-wide standard policy has been established regarding the "rounding" of time within the Kronos system. The examples listed below assume an 8:00 a.m. start time and a 5:00 p.m. end time, with a one (1) hour unpaid lunch.
 - i. Early-in swipes -- A 12-minute window will precede the employee's scheduled start time. Any swipe within that window, i.e., 7:48 a.m. to 8:00 a.m. will round to the scheduled start time, i.e. 8:00 a.m.
 - ii. Late-in swipes -- All swipes one (1) minute or more after the scheduled start will be docked in increments of six (6) minutes to the next tenth of an hour, i.e., 8:01a.m. to 8:06a.m. will be docked one tenth of an hour, 8:07a.m., docked two tenths of an hour, etc.

NOTE: The Kronos system will record exact swipe times for disciplinary purposes.

- iii. Early-out swipes -- All swipes one (1) minute or greater before the scheduled end time will be rounded back one tenth of an hour, i.e., 4:59 p.m. to 4:54 p.m., docked one tenth of an hour; 4:53 p.m., docked two tenths of an hour, etc.

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iv. Late-out swipes -- A 12-minute window is recognized during 5:00 p.m. to 5:12 p.m. and would round back to the scheduled end time of 5:00 p.m. In the event that an employee swipes out after the designated 12 minute window, the appointing authority must make a determination as to whether overtime pay is appropriate. This determination will be reflected by an entry into the Kronos system. If it is determined that the swipe was inadvertent, that is caused by negligence on the part of the employee, that employee will be advised in writing that future instances of this nature could result in discipline, and that in any event they will not result in overtime pay. For overtime to be valid prior supervisor approval must be received.

6. Missed swipes -- When a swipe is missed an employee must notify the supervisor immediately. If the employee notifies the supervisor prior to the beginning of the shift, the employee will be paid from the regularly scheduled starting time. There are "missed-swipe" forms for the supervisor to indicate approval. If the supervisor is notified after the shift has started, the employee will be paid from the time of notification. Lost, misplaced and forgotten swipe cards are subject to this provision. To be disciplined under the Kronos Guidelines, an employee must have missed three (3) swipes in a pay period. All employees' swipe records will be reviewed at the end of each pay period.

7. In particular, violation of guidelines relative to late swipe or failure to swipe will be treated as incidents of the Attendance Policy.

8. An employee will be subject to progressive discipline if there are three (3) or more missed swipes in a pay period.

B. Sign In/Sign Out Policies—Departments and divisions that adhere to a sign in/sign out procedure to record employee attendance are required to observe the following guidelines.

1. Employees are required to sign in and out daily and the time sheet must be signed by the employee at the end of each week.

2. The employee's signature on the time sheet verifies that the entries made on the time sheet reflect the actual time that the employee arrived at work at the beginning of the day, departed and returned from lunch and departed at the end of the work day.