

WAYNE STATE UNIVERSITY

To: All Custodial Department Employees
From: Eugene Carter, Director
Subject: Time Clock Policy – (Effective May 5, 2008)
Date: April 25, 2008

To ensure that all custodial employees are reporting to, and leaving work at their designated time. Beginning Monday, May 5, 2008, all Custodial employees are to begin using the card swipe time clock at their sector office location. Right now, card swipe time clocks have been installed at every sector office. These time clocks are similar to the building access card swipe readers located outside many of our buildings. As with the building card swipes your WSU OneCard is used to record your time-in and time-out. All custodial employees must swipe in and out using only the approved time clocks.

- 1) Employees will use their WSU OneCard to swipe in at the beginning of the shift and swipe out at the end of the shift. However; you cannot swipe in more than *two minutes* prior to the start of your shift. Swiping in early will not permit swiping out early at the end of your shift.
- 2) For payroll purposes, pay will not be altered by swiping in prior to the start of your shift.
- 3) Employees must swipe in and out at their designated assigned area, unless otherwise approved by their supervisor.
- 4) Swiping in and out is required for regularly scheduled work time; as well as overtime and emergency call-in.
- 5) Failure to swipe in or out and/or failure to notify supervisor more than once in a three month period, will result in docked pay and/or disciplinary action up to and including discharge.
- 6) Supervisors must report destruction, tampering and vandalism of card swipes as soon as they become aware of the problem. Employee abuse of the card swipe policy is to be dealt with and reported to manager immediately upon becoming aware of abuse.
- 7) Continuous failure to swipe in or out, even if the immediate supervisor is notified, may be considered abuse of this procedure and may be subject to discipline.
- 8) The Tardiness Policy does apply to swiping in late for work. Employees are still responsible to start shifts at their scheduled time to avoid being tardy.
- 9) No employee may swipe in or out for another employee under any circumstances. This will result in disciplinary action of a lengthy suspension or discharge.
- 10) Employees who have approval by their supervisor to leave work during their shift will be required to swipe out. When or if the employee returns, he/she must swipe back in.
- 11) If your WSU OneCard is lost, damaged, forgotten, or when your WSU OneCard is otherwise not available when you attempt to swipe in or out, you must inform your supervisor immediately.
- 12) Any time clock malfunctions must be reported immediately to your immediate supervisor or the department Main Office at 577-4308.
- 13) Destruction of, tampering with, or vandalism of time clocks shall result in a lengthy suspension or discharge.
- 14) To ensure that others employees are able to swipe in and out on time, you must have WSU OneCard out and ready to be swiped at the clock.

cc. Mike Simmons, Director
Anthony Marabella, Manager
Lloyd Garcia, Manager
Local 517M
A.F.S.C.M.E Local 1497
H.E.R.E Local 24
Labor Relations
File