

TIME-KEEPING RECORDS

You are required to maintain an accurate record of all time worked.

Hourly employees must [***enter time keeping mechanism, time clock, punch card, etc.***] when they arrive at work and when they leave or any time they are away from work for personal reasons. Employees are not permitted to clock in for another employee. Attempting to clock in for another employee is a violation of [***insert name of local unit***] policy. Disciplinary action may be taken against both employees involved.