

PERSONNEL POLICY & PROCEDURES: (refer to page 13)

III. Employee Conduct

E. Attendance

Addendum #4:

7. Alternative Method of Clocking In and Out Under Special Circumstances

In lieu of clocking in/out utilizing the time clock at City Hall, Public Works employees will be permitted to timely “call-in” and “call-out” their time for after-hours call-outs, week-end and holiday duties, or under special circumstances where it wouldn’t be logical for the employee to clock themselves in or out because it would require “back-tracking” in order to do so and in instances where the time-clock system is down. In such circumstances the City Clerk is authorized to manually enter these times into the time clock system according to either:

- 1) the date and time that the call-in/call-out is recorded on the voice mail system at City Hall @643-2261
- 2) the date and time that the call-in/call-out is recorded via text messaging to the clerk @643-6089
- 3) the date and time that the call-in/call-out is recorded via email to the clerk at email: rmh.cityofbristol@fairpoint.net
- 4) the date and time of the call-in/call-out to the Clerk/Assistant Clerk via phone call at 643-2261 or in person during regularly scheduled workdays 8 a.m. - 5 p.m. M-F

For purposes of recording accurate attendance and accurate computation of comp time earned, “timely” is defined as calling/texting/emailing in **at the onset** of the call-out **or upon arrival at the work site** if performing regular week-end duties or holiday duties, **or at the beginning of the work shift** when it is not practical to utilize the time clock system due to “back-tracking” or in instances where the time-clock system is down; and as calling/texting/emailing out **at the conclusion** of the call-out, **or upon leaving the work site** if performing regular week-end duties or holiday duties, **or at the end of the work shift** if it is not practical to utilize the time clock system due to “back-tracking” or in instances where the system is down. All times shall reflect the actual times worked.

Employees shall not wait to “turn in” times except in extreme circumstances where there are system outages prohibiting contact by phone, text, or email.

Employees shall clock themselves in and out of the time clock system on weekdays under normal circumstances and when the special circumstances described above or other extenuating circumstances are not applicable.

