



6.5 STANDARDS OF TIMEKEEPING

LADD utilizes an electronic timekeeping system where all employees are required to log in using an assigned login and password to punch in/out. Employees will use a computer within the program to log into the system. Some exceptions are CLS employees.

Employees will be assigned an identification number (ID#), and personal identification number (PIN#). This information will be used to log into the AOD system. At no time are employees allowed to log in from their cell phones or any other electronic device other than LADD owned equipment unless otherwise authorized by Management.

Employees should review their electronic timecard daily, and prior to the end of each pay period to ensure accuracy. Any discrepancies must be immediately reported to management. If an employee is unable to punch in/out due to technical difficulties (power outage, computer down, internet service interrupted, etc.), the employee must complete a Missed Punch Record form to document the hours worked. Management will make the appropriate adjustments within the timekeeping system when accessibility is available. Excessive instances of 'forgetting' to punch in/out may result in disciplinary action.

To avoid delay of payment on your check and possible disciplinary action, you must report discrepancies, and/or complete the Missed Punch Record form to document the time worked. Recording time not worked, or sharing login information with a coworker to punch in/out on your behalf is falsifying timecards and may result in immediate separation from employment for both you and the coworker.

TIME KEEPING BASICS:

- **ARRIVE ON TIME**
- **LOG INTO AOD and PUNCH IN**
- **STAY FOR YOUR SHIFT**
- **LOG IN AOD and PUNCH OUT**

Employees must not punch in more than five minutes prior to the beginning of shift or punch out more than five minutes after their shift, unless the relief staff has not arrived or unless otherwise instructed by management. Employees are to 'punch-in' at the beginning of each shift, and 'punch-out' at the end of shift.

Discrepancies or questions relating to a pay period must be addressed to their direct supervisor first who will work with the Human Resources Department to resolve. Any discrepancies must be brought to management attention within 90 days of the end of the pay period. Due to issues related to funding, verification, etc., LADD will not make any adjustments to pay after 90 days have passed.