

**HOSTOS COMMUNITY COLLEGE
PERSONNEL GUIDELINES
ATTENDANCE AND TIMEKEEPING REGULATIONS PENALTY CHARGES FOR
LATENESS**

**REISSUE DATE: 6/00
ISSUE DATE: 1/88**

1. Applicability

These lateness regulations shall be applied to all staff members who are required to record their time on time clock. Any employee recording time in or out on another employee's time card or time sheet will be subject to disciplinary action under Section 75 of the Civil Service Law.

2. Starting Time

Starting time is the time scheduled by the supervisor with the approval of the Director of Human Resources for the commencement of the workday. Any change in this schedule requires **prior written approval of the Director of Human Resources**.

3. Grace Period

A grace period of 1/10 of an hour (**6 minutes**) per day will be allowed from starting time to allow for transit delays, elevators, extreme weather conditions, etc. Lateness of more than 6 minutes shall be deducted from annual leave in accordance with the lateness penalty.

4. LATENESS PENALTY

For Lateness of

7-10 minutes

11-20 minutes

21-35 minutes

36-50 minutes

51- 1 hr. 6 minutes

Thereafter

The Penalty is

15 minutes

30 minutes

45 minutes

1 hour

1 hour 15 minutes

Like multiples added to 1 hr.

15 minutes

Examples:

Lateness

1 hr 7 min –for the first 1 hr. 6 min
For next minute

1 hr 50 min –for first 1 hr. 6 min
For next 44 minutes

2 hr 30 min – for first 1 hr 6 min
For second 1 hr 6 min
For next 18 min

Penalty

1 hour 15 min

15 min

Total: 1 hour 30 min

1 hour 15 min

1 hour

Total: 2 hours 15 min

1 hour 15 min

1 hour 15 min

30 min

Total: 3 hours

If there is no annual leave balance, appropriate payroll deductions may be made.

5. **Chronic Lateness**

An employee who punches or signs in after his or her scheduled starting time five or more times a month may be subject to penalties and disciplinary action. This standard is not intended to preclude action where other patterns of lateness prevail.

6. **Early Departures**

If an employee punches or signs out prior to the end of the scheduled workday without authorization, time will be deducted from annual leave in multiples of half-hours. Unauthorized early departures will be subjected to disciplinary action.

7. **Excused Lateness**

Lateness caused by a verified major failure of public transportation, such as widespread or total power failure of significant duration or other catastrophe of similar severity, shall be excused.

8. **Failure to Record Time**

Employees are required to record their time upon arrival and departure from work. Employees may be required record their time upon leaving for lunch and returning from lunch. Failure to record time may be excused only by the Director of Human Resources. Such approval will be indicated by the Director of Human Resources making the appropriate time entries and initiating such entries.

9. Earned annual leave may be taken only at a time convenient to the college. Therefore, prior approval of the supervisor and submission of the approved annual leave form to the Human Resources Office are required. The minimum unit of time charged to accrued annual leave is one half-hour.
10. Late arrivals cannot be made up by curtailing the lunch hour, working beyond the scheduled quitting time or by any other means. Further more, the **lunch hour may not be waived** to compensate for an early departure.

Sources: University Personnel Policy Bulletin 1/88
 Regulation Reference
 Blue and White Collar Contract Agreements