**MID-ATLANTIC**

**POLICY AND PROCEDURE**

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| **TOPIC** | **NUMBER** | **TITLE** |
| **Time Clock** | Section A | **Clocking In/Out** |
| **EFFECTIVE DATE** | **REVISION DATES** | **REVIEW DATE** |  |
|  January 1, 2012 |  |  |  |
| AUTHORIZED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURES :­­­­­­­­­­­­­­­­­­­ Mark Calabria Samuel Perone, Business Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Louis Moffa Jennifer Niceta, Payroll |

**Clocking In/Out**

All Mid-Atlantic employees are required to clock in/out at the building at which they are assigned.

1. Upon arrival to the building, each employee will clock in using either the hand punch time clock, or the computer time clock.
2. Upon completion of the shift, or departing the building, each employee will be required to clock out. Upon returning to the building, each employee will be required to clock back in. This policy must be followed regardless of the reason for departing the building.

Any questions regarding this policy should be referred to the department/building director, or Sam Perone.