

- Failure to accurately and timely report all time actually worked;
- Clocking in or out early (or late) of assigned shift without prior approval.

Special Note: Exempt employees may be required to clock in for **public accountability purposes only**. Time clock punches will not be used to calculate payroll for exempt employees.

Departmental Notification Procedure. Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee and in accordance with notification procedure if they wish to arrive early or leave early from an assigned shift. At the time of notification, employees must notify their supervisor when an absence is due to a documented and approved leave of absence (e.g., Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism. Incidents of not following the departmental notification procedures, including No-Call/No-Show, may result in discipline up to and including termination of employment.

Personal Calls

Personal phone calls on any phone are not to be accepted while assisting with a member of the public or the County workforce. In addition, personal phone calls on any phone are to be immediately ended if a member of the public or the County workforce need assistance.

To serve County taxpayers, the County's telephone lines are to be kept as free as possible so as not to interrupt the daily flow of business. Excessive personal calls during work time can interfere with employee productivity and be distracting to others. Thus, personal telephone calls should be limited to those that are necessary and should be brief. When possible, employees are to make personal calls during non-work time. Employees are responsible for making sure that the personal calls they receive are in accordance with these policies.

If an employee plans to carry a personal cell phone while at work, the personal cell phone must be placed on vibrate.

Placing a personal long-distance call from a County telephone line is not allowed.