

7) TIME CARDS, TIME KEEPING, AND ATTENDANCE

- A. Each employee's time records shall be recorded daily. ~~Each employee has the right to enter and edit their time prior to submission at the end of each pay period, unless prevented by reason of absenteeism. Employees shall correct discrepancies as noted by management. Where new or additional timekeeping equipment affecting employees is required, the Library agrees that it will consult the affected employees as early as possible prior to its purchase or rental. Time shall be recorded ~~1~~ daily as a basis for calculating inconvenience pay.~~ The Library shall have the right to use time recording systems and change time recording systems and methods in its discretion. Employees will be allowed to correct/enter their time manually to the extent the time system entries are inaccurate and automated time system is not available under the circumstances. Concerns regarding time entry and recording will be addressed in Labor-Management.
- B. Closing shifts may end fifteen minutes after the Library closes to the public.
- C. Employees must report unscheduled absence or tardiness as early as possible by contacting the Business Office or the equivalent designated by the Library and giving the following information
- Name
  - Length of time expected to be absent