

3361:30-31-27 Time off from work: policy regarding tardiness by all employees (excluding faculty and librarians).

The following rule applies to all employees, excluding faculty and librarians.

- (A) All employees are expected to be on the job ready to work at the indicated time.
- (B) Repeated or excessive tardiness must be reflected on the employee's performance evaluation and will result in official disciplinary measures.
- (C) Classified civil service and unclassified non-exempt employees will be docked for time not worked unless the supervisor approves the use of accrued compensatory time, vacation time, or allows the employee to make up the time.
- (D) Unclassified exempt employees must make up the time or else will be docked for the time not worked on the next paycheck.

Effective: February 21, 1980

Replaces: Rules 3361:30-33-18, 3361:30-33-27 and 3361:30-33-37 of the Administrative Code.

Certification: Mary A. Owens signature
Mary A. Owens

Date; February 6, 1980

Promulgated under: R.C. Section 111.15

Rule amplifies: R.C. 3361.03.

Prior effective date: April 24, 1978

May 12, 1978

April 8, 1979

June 25, 1979

July 26, 1979