

**ORDINANCE NO. 01- 01**

ORDINANCE AMENDING ORDINANCE NO. 93-11 (AS AMENDED), KNOWN AS THE ORDINANCE FOR IMPLEMENTING CLASSIFICATION PLANS, COMPENSATION PLAN, AND POLICIES AND PROCEDURES.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF SOMERSET, KENTUCKY:

That Ordinance No. 93-11 (as amended), known as the Policies and Procedures Ordinance, Somerset, Kentucky, be and the same is hereby amended by adding the following under Conditions of Employment as follows:

**TARDINESS:**

Employees of the City of Somerset, Kentucky are assigned duty times. These times reflect when an employee should report for work, when lunch breaks are given and the end of duty time.

Each employee is expected to be at his/her post at their scheduled time. Infractions of this policy will not be tolerated unless circumstances beyond the employee's control factor into the situation.

Factors which determine tardiness by an employee will be considered by the department head or the designated supervisor.

Employees must understand the discipline process for tardiness. The following criteria will be utilized for assigning discipline for unexcused tardiness.

- |                |   |                               |
|----------------|---|-------------------------------|
| FIRST OFFENSE  | - | WRITTEN OCCURRENCE REPORT     |
| SECOND OFFENSE | - | VERBAL REPRIMAND (DOCUMENTED) |
| THIRD OFFENSE  | - | WRITTEN REPRIMAND             |
| FOURTH OFFENSE | - | SUSPENSION (24 WORKING HOURS) |
| FIFTH OFFENSE  | - | TERMINATION OF EMPLOYMENT     |

Each offense for tardiness shall stay on the employee's record for a period of twelve months from the time of the offense. Disciplinary action shall be based upon the number of offenses in any given twelve month period.

EMPLOYEE TIME CARDS:

1. All hourly employees are required to clock in and out on their time cards. This is their record that they reported for work, ended work or worked overtime. This will also help to answer any questions which may arise concerning the employees time worked. If there is a question concerning hours worked, the time card will be the determining factor in what the employee is paid. If an employee is prevented from clocking in or out at the appropriate time, the employee shall inform the department head or the designated supervisor, who will write in the correct time on the time card and initial the entry. Time which is written in on an employee's time card that is not initialed by the department head or designated supervisor, won't be considered for payment.
2. No employee is permitted to clock another employee in or out. Any employee who clocks another employee in or out shall face termination of employment.
3. All employees are required to report for duty at their assigned times. An employee may clock in earlier than assigned duty time, however, no compensation will be given unless the employee who clocks in early has reported for duty and the time has been authorized by the department head or designated supervisor. The authorization will be reflected by the initials of the authorizing official.

This Ordinance shall be in full force and effect from and after adoption.

FIRST READING: January 23, 2001

SECOND READING: February 12, 2001

APPROVED:

J. Wiler  
MAYOR

ATTEST:

Dawn Adams  
CITY CLERK