Time Attendance

Policy statement
This policy aims at ensuring consistency and fairness of treatment for all employees. Timely and regular attendance is an expectation of performance for all Bethlehem University employees. The University recognizes that different types of jobs require different types of time management. Normally this will be addressed through the supervisory task and through communication with the Office of Human Resources and Administrative Affairs. The University will keep the thumb prints for internal use only and will not share them with any other party.

Purpose
This policy provides guidance to supervisors and employees on the operation of the time-attendance machines installed at Bethlehem University with the primary purpose being to ensure proper record keeping and a transparent attendance process.

Application
This policy applies to all employees.

Guidelines and procedures
Generally, official working hours at Bethlehem University are from 8:00am to 4:00. Other work schedules require discussion between the immediate supervisor and the Vice President for Human Resources and Administrative Affairs, in coordination with other concerned parties. The validation of attendance and time calculation will be based on the first and last clocking in prints, at the beginning and end of the work day and the lunch break. If the employee clocks-in late or out early, the system will notify the supervisor. If an employee is unable to clock in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee's responsibility to inform the Human Resources Officer via the "clock in" system email (attendance@bethlehem.edu). Supervisors monitor the attendance of those for whom they are responsible on a regular basis and address unsatisfactory attendance. Supervisors will discuss any pattern of absences with the employee concerned and if the situation warrants it follow the disciplinary procedure guidelines outlined in the Handbook for Administrative/Support and Service Staff.