



BADGING POLICY

I understand the following with regard to badging in and out of work, including badging through the Automated Time and Attendance (AUTOTA) tool used by EGS for payroll purposes:

1. It is my responsibility to badge in and out and to record all exceptions on the appropriate logs. Failure to Badge In or Out will be considered unsatisfactory job performance, which conflicts with EGS Rules #5 and #16 which state:

Rule #5 "Check on or off duty in the prescribed manner for yourself only."

Rule #16 "Misrepresentation of the facts or falsification of records is prohibited."

Failure to record all exceptions on the appropriate logs will result in loss of pay for all hours associated with the exception, until issue is resolved.

Leaving the airport premises while on duty without permission is considered Time Card Fraud. That includes "checking in" and then leaving to park your car.

2. You are required to Badge In and Out of your assigned work area only, and for yourself only.
3. Failure to Badge In will result in a paycode of "NBI" (No Badge In), which will result in loss of pay for all hours associated with that day until the issue is resolved.
4. Failure to Badge Out will result in a paycode of "NBO" (No Badge Out), which will result in loss of pay for all hours associated with that day until the issue is resolved.
5. Failure to Badge In and Out will result in a paycode of "NB" (No Badge), which will result in loss of pay for all hours associated with that day until the issue is resolved.
6. Excuses for Failing to Badge, such as "I forgot my Badge," "I lost my Badge," "the machine didn't take," etc. are just that -- excuses. You must insure you have your badge available.
7. Lost or stolen badges will be replaced for a fee of \$25.00. Demagnetized badges will be re-encoded at no charge.
8. I understand that badging in another employee through AUTOTA (or any other means of badging) or allowing another employee to badge me in is a direct violation of the Company's Rule #34 which states:

Dishonesty of any kind in relations with the Company, such as theft or pilferage of company property, the property of other employees, or the property of others entrusted to the company, or misrepresentation in obtaining employee benefits (where applicable) or privileges, will be grounds for dismissal and, where the facts warrant, prosecution to the fullest extent of the law. Employees charged with a criminal offense, on or off duty, may be immediately be withheld from service. Any action constituting a criminal offense, whether committed on duty or off duty, will be grounds for dismissal

QUESTIONS/CONCERNS

For questions or if you need clarification on the Attendance Control Policy please contact your supervisor or the Human Resources Department.