

## **Unit Order: 16-001**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 16-001**

**Effective Date: 08/18/2016**

**Revision Date: 10/18/2017**

**Subject:**

Daily Time Sheet/Sign-out Board

**Reference:**

MPP 3-02/330.00 Daily/Weekly Time Sheets

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the proper documentation of hours worked and work schedule compliance.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Each employee, on a daily basis, shall accurately record his/her hours on the unit time sheets and sign the time sheet at the conclusion of the work week. The start time shall be recorded immediately upon the start of the work day and shall be recorded within the nearest quarter increment of the hour.

On occasion, an employee may arrive late due to unforeseen circumstances. If an employee anticipates arriving 15 minutes late he/she shall notify their immediately supervisor or manager regarding their status. Additionally, if an employee is more than 30 minutes late he/she must submit a time off slip to cover the late arrival time, or appropriate alternative such as a same day shift adjustment, as agreed upon by your supervisor or manager.

The ending time shall be recorded prior to the employee leaving the work place at the end of each work day.

Facilities Planning Bureau also maintains a sign in/out board. Employees whose duties require them to be away from the Facilities Planning Bureau office shall sign-out on the board listing the location where they can be contacted and the expected time of return. The board shall be updated when the employee returns to the office.

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