

**KCATA****MEMO**Kansas City Area Transportation Authority  
Department of Project Management1200 E. 18<sup>th</sup> Street  
Kansas City, Missouri 64108**DATE:** September 9, 2013**TO:** All Maintenance Department Employees**FROM:** Walt Woodward, Director of Maintenance  
Dick Jarrold, Sr. Director, System Dev. & Engineering  
Greg Colletti, Director of Procurement**SUBJECT:** 2013-FC-05: Time Clock Procedures

Getting to work on time is an important requirement for all employees. This memorandum is a reminder that if, for any reason, an employee feels he/she will be late for their work shift, they must call the Westside Office at 816-346-0252, and let the supervisor on duty know as per *Section 3.6 Time Clock* of the Union Contract, which states:

*"An employee must notify his supervisory official prior to the start of his shift if he will be unable to report on time.*

*Any employee required to punch a time clock shall be docked for only the time for which he is late or absent, provided he reports immediately to his Supervisor."*

Employees are also reminded that each employee must punch their own timecard and not for any other employee under any circumstances. If your timecard is 'accidentally' punched by another employee, or if you notice any irregularities, please notify your Supervisor. Punching another employee's timecard or allowing someone to do so on your behalf, is a serious violation (4.2) and violators are subject to disciplinary action up to and including termination.

If you have any questions, please contact a Facilities Supervisor.

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cc: Anthony Bragulla  
Aaron Cherry  
Local 1287