

## Staff Sign-In – Personnel Policy



### Staff Sign-In

#### Purpose

Sign-In Records are kept for the purpose of recording and verifying staff attendance. This record provides both a safety and security element to the workplace as well as a vehicle to enable the employer to produce information relating to staff attendance and time bank balances. Timely collection and verification of this information will improve information flow back to employees in addition to improved resource management. Every supervisor must ensure that within their area of jurisdiction, the attendance of the staff that report to them is reported to the Administrative Coordinator regularly. Such reporting enables maintenance of centralized computer records of staff attendance and absences resulting from various events, and fulfils the employer's legal requirement to keep such records.

#### Scope

All Society and Childcare staff persons who are paid wages or salary from Britannia Community Services Society are required to use the Sign-In Book. All seconded Vancouver Parks Board staff persons including auxiliary and regular part time people are required to use the Sign-In Book.

### Policy Statements

#### Staff

All regular full time staff members will initial in the Staff Sign-In Book each day acknowledging arrival and departure from the work place. Late arrivals and early departures or adjustments to regularly scheduled working hours must enter the time of arrival and departure instead of their initials in the Staff Sign-In Book. Staff Sign-In Books are located at each work site.

All regular part time and auxiliary staff members will enter the time of arrival and departure in the Staff Sign-In Book. Staff Sign-In Books are located at each work site.

All staff must submit an Employee Attendance Form for supervisory authorization prior to taking leave, or immediately following their return to work from an absence. Supervisors will forward authorized Employee Attendance Forms to the Administrative Coordinator.

#### Information Documentation:

Britannia staff will update the human resources management attendance system with all attendance and exceptions as noted on the Employee Attendance Forms and/or Staff Sign-In Book.

Britannia staff will provide a written report to each staff member detailing their time bank balances.

APPROVED BY BOARD OF DIRECTORS	FEBRUARY 11, 2009	REVIEW IN 12 MONTHS
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