

**PAY DOCKING POLICY**  
**Adopted 6/23/98**

**1. PURPOSE**

This policy establishes pay docking procedures that will be followed when arriving late for work or leaving work early.

**2. POLICY**

Effective immediately, it shall be the policy of the County that employees shall have their pay docked by tenths of hours rounded up whenever their time card is punched late when arriving for work or early when leaving work. Exceptions must be approved on the employee's time card by their supervisor or department head.

Example: For 1 minute late, pay is docked .10 of an hour resulting in a day's pay of 7.4 hours (instead of the normal 7.5 hours for most employees). For 7 minutes late, pay is docked .20 of an hour resulting in a day's pay of 7.3 hours; and so forth.

Excessive and repeated tardiness may result in disciplinary action.