September 29, 2017

Time and Attendance Standards

To all MTA Guards:

**Time and Attendance**

We wanted to make sure that all guards know that you must be at your home station no later than your assigned start of your shift. For example, if your shift starts at 0600 hours, you will have to be at your home station at 0600 hours. Once you have checked in with dispatch and recorded your time on the timesheet and company phone, you should be on your way to your work station with your partner. If your partner is not there please advise M.O.W and Commander Vidal immediately. You should not be waiting for all the guards from different stations to arrive to leave to your work station. Once your partner from your work station arrives you should be leaving the station.

When you arrive at your home station, you should be in full gear and ready to start. If you must change clothing or put on gear then you are not ready to work and you must record the actual time you were ready in full gear. No exceptions on this point. B.S.I.S allows you to have your weapons on to and from work. You cannot place your weapon on your person in the parking lot. It should be done prior to arriving to your post.

Lately, we have had a rash of officers arriving late to the home station. If you arrive on time and have to wait for the phone to call in, then let M.O.W. know that you are not late and was waiting for the phone to be use. Excessive tardiness, will result in removal, suspension, or possible termination.

**If you are going to be late or absence you must notify M.O.W. and Commander Vidal immediately of the issue, so we can coordinate for your post to be covered.**

We must do a better job of arriving on post on time! MTA is reviewing your timesheets and they have the full power to remove you from post, if they deem you unreliable. If you have issues that prevent you from being on time to your post and you need assistance, please contact us immediately so we can help you resolve them.

If you have any questions on what is being discussed please contact Human Resources.

Thank you,

NASI Management