



Policy: Time and Attendance

Date: January 30, 2019

To: All Strathcona Hotel Employee's

Time and Attendance Policy

The Strathcona Hotel expects employees to be punctual and present at their designated work site/stations and actively engaged in work activities associated with their jobs during designated work hours. Unexcused failure to be present, punctual and actively engaged is a violation of the employment contract and is disruptive and harmful to productivity and morale. Being late and or absent from work could be warrant for disciplinary action up to and including termination.

Use of time at Work

During working hours and while on the job we expect employees to focus their time and attention on work activities, work tasks, projects and other tasks that are components of their job description except during approved breaks. This includes expecting employees to show up on time as expected and to avoid using work time for personal activities.

** When you clock into our new system (7 Shifts) you must be ready to work. Do not clock in and then put your stuff away in locker, use washroom etc

** Please make sure you clock in and out on time i.e 5 min window

Misuse of Time at Work

Misuse of time at work or stealing time occurs when an employee is not in the workplace as expected and/ or is engaged in activities during working hours that are not part of the employee's assigned duties or tasks. Below is a list of examples that you can be disciplined up to and including termination;

- Failing to show up to work during scheduled hours
- Buddy attendance recording (clocking in or out for another employee who is not there)
- Tardiness or late starts at the beginning of a shift or upon returning from break
- Leaving work early without permission or prior arrangements
- Leaving work to attend to personal activities such as errands without authorization
- Taking breaks longer than scheduled or approved
- Unauthorized overtime or recording overtime that was not worked
- Attending to personal activities while at work or during work hours such as reading
- Being on your cell phone

Front of House Scheduling/Availability

Upon commencement of your employment, and periodically throughout the year, you will be asked to give us your shift availability. The Strathcona Hotel will always do their utmost in accommodating shift availability but cannot guarantee a set schedule.

All FOH employees are asked to give 4 shifts a week of availability. You must be available to work Friday nights, Saturday and Sunday (day or night) and one shift during the week (day or night). This does not mean we will schedule you for all 4 shifts, but you must be available.

During the school year employees that are full time students must be available to work a minimum of 2 shifts of week. We still require you to be available Friday nights, Saturday and Sunday (day or night) and one shift during the week (day or night). We will only schedule you for 2 shifts to accommodate your education. During school breaks we expect our student staff to be available 4 shifts per week.

During statutory holidays and special days like St. Patrick's day or Halloween we expect all staff to make themselves available for accommodate the high business volumes.

