



**ACCRA  
TECHNICAL  
UNIVERSITY**

# **ATTENDANCE AND PUNCTUALITY POLICY**



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## SUMMARY DETAILS TABLE

<b>Version</b>	1.0
<b>Short description</b>	To prevent abuse of attendance at work rules and to provide credible information in relation to attendance during staff performance appraisal, staff development and other related activities.
<b>Relevant to</b>	All Staff(Senior Members,/ Technical and Junior Staff, full time staff, temporary staff and staff on attachment.
<b>Issuing Authority</b> (Approved by)	These Guidelines have been approved by the Council.
<b>Responsible officer</b>	Accra Technical University Registrar
<b>Responsible office</b>	Registry
<b>Date Approved</b>	
<b>Next scheduled review date</b>	
<b>Related Technical University documents</b>	Accra Technical University Statutes, Scheme of Service for Technical Universities
<b>Related legislation</b>	Technical University Act
<b>Key words</b>	Punctuality, regularity, clocking system, clock fraud



## SECTION ONE

### 1. DEFINITION OF TERMS

1. Punctuality refers to the fact and quality of being on time.
2. Regularity refers to the state and quality of being always available as expected.
3. Clocking system is a time clock computer system designed to collect time information on designated staff.
4. Clock fraud refers to when a staff member clocks in or out for another staff or clocks in and out when not actually at work
5. Absent refers to when a staff fails to duly notify his/her supervisor of his/her inability to be present at work as scheduled.



## SECTION TWO

### POLICY

#### 2.1 POLICY STATEMENT

Core values are the essence of any institution's identity and are designed to support the vision, shape the culture and reflect the institution's principles, beliefs and philosophy. In tandem with its nine core values which has been crystallized into its motto of "Integrity, Creativity and Excellence (ICE)", Accra Technical University (ATU) recognizes as very essential, the issues of punctuality and regularity at work in meeting its strategic objectives. In addition to being indicators of good work ethics, punctuality and regularity are also traits that reflect one's level of integrity, professionalism, discipline, dependability and respect for others which are some of the standards that ATU holds its staff up to.

The University depends on employees to report to work regularly and on time to accomplish its business objectives. Timely and regular attendance is therefore an expectation of performance for all ATU employees. Employees will be held accountable for adhering to their workplace schedule in order to ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization. Frequent or unscheduled absences and repeated lateness may result in disciplinary action.

Employees of ATU shall use the University's time and attendance recording systems to provide accurate information on their punctuality and regularity at work.

#### 2.2 PURPOSE

The purpose of this policy is to support the operation of an attendance recording system that would provide accurate information on the punctuality and regularity of ATU employees at work.

## 2.3 SCOPE

The Policy shall apply to all members of staff including Senior Members, Senior Staff, Junior Staff, Temporary Staff, Contract Staff, Part Time Staff and National Service Personnel assigned to the University.

## 2.4 PRINCIPLES

- 2.4.1 The University shall provide a time and attendance recording system for all ATU employees.
- 2.4.2 All staff shall be informed of the recording system provided and shall be trained on how to use the system.
- 2.4.3 It shall be the responsibility of each staff to ensure that they use the system.
- 2.4.4 It shall be an offence for a staff to commit clock fraud (clock in or out for another staff or clock in and out when not actually at work).
- 2.4.5 Any time spent outside campus due to required attendance at lectures, meetings, and training programs which are directly related to the employee's job shall be recorded by the staff and acknowledged by the Supervisor as worked time. This would ensure that the employee's overall attendance is calculated correctly.
- 2.4.6 It shall be the responsibility of the Human Resource Officer to extract information from the system as and when needed.
- 2.4.7 Where a Biometric Time and Attendance Recording System are used, it shall be the sole responsibility of HR to enroll employees into the biometric system.
- 2.4.8 The Time and Attendance Recording System may be Manual or Electronic or both. Employees shall be informed of the type of Time and Attendance Recording System provided at a particular time.
- 2.4.9. **Absent**  
An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/

approved in advance as required by department notification procedure.

#### 2.4.10 Tardiness

An employee is deemed to be tardy when he/she:

- a. Fails to report for work at the assigned/scheduled work time.
- b. Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- c. Takes an extended meal or break period without prior supervisory approval.
- d. Arrives to work past his/her scheduled start time without prior supervisory approval.

#### 2.4.11 Failure to Clock in or out

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- a. Failure to clock in/out at the beginning and/or end of the work day.
- b. Clocking in/out early (or late) without prior supervisory approval.



# PROCEDURE

## 3.1 CLOCKING IN AND OUT

Each staff shall use the system (Manual and/or Electronic) to “Clock – in” when they report for work and “Clock – out” when they close from work.

## 3.2 ABSENCE NOTIFICATION

Employees are required to notify immediate supervisors of absences:

### 3.2.1 Scheduled Absences

An employee shall notify the immediate supervisor to request approval in advance when an absence is expected for a full day or part of a day. This includes all planned absences including scheduled health maintenance or medical procedures and vacations.

### 3.2.2 Unscheduled Absences

When advance notice is not possible (because of sudden illness or emergency), the employee shall call the immediate supervisor on the first day of absence. The employee shall provide the reason for the absence, the expected return date, and respond to any reasonable questions asked by the supervisor.

If the employee is physically unable to contact the supervisor, because of illness or other unforeseen circumstances, the employee shall have someone else call the supervisor and provide the information outlined above.

### 3.2.3 Subsequent Notification

An employee who is absent (without prior approval) for more than one day shall contact the immediate supervisor daily to report the status of the absence

### 3.2.4 Absence without Notification

- i. Employees who do not notify their supervisors of unscheduled absences may be disciplined.



ii. Employees who absent themselves from duty for a period of three (3) working days or more but less than ten

(10) working days, without prior permission where it was reasonable to have obtained prior permission, or without reasonable cause or explanation where prior permission was unreasonable or impracticable under the circumstances to obtain, shall be deemed to have vacated his post when the offence is committed for the third time within a period of six months pursuant to section 76(4)(iii) of the Statutes of the University.

iii. Employees who absent themselves from duty for a period of ten (10) consecutive working days or cumulatively for twenty (20) working days without prior permission where it was reasonable to have obtained prior permission, or without reasonable cause or explanation where prior permission was unreasonable or impracticable under the circumstances to obtain, shall be deemed to have vacated his post and his appointment may forthwith be terminated pursuant to section 76(4) (iv) of the Statutes of the University.

### 3.3 LATENESS NOTIFICATION

Employees shall duly notify their supervisors of the reason for lateness and expected arrival time. Employees who are late may be disciplined.

### 3.4 PROGRESSIVE DISCIPLINE PROCESS

3.4.1 Supervisors shall monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If a supervisor notices a pattern of absence, tardiness or failure to clock in or out, s/he should discuss this concern with the employee.

3.4.2 When an employee has been previously counseled under the Progressive Discipline Policy and/or the Performance Management Policy, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the supervisor shall officially inform Human Resource Directorate which shall in turn, duly forward the report to the Vice Chancellor for further action.

3.4.3. Timely and regular attendance is a performance expectation of all ATU employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year shall have the behavior documented in their annual evaluation.

### 3.4.4 Occurrences

An occurrence is a documented absence, tardiness or missed time clock in/out. The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12 month period.

	<b>Occurrences/Days</b>	<b>Disciplinary Steps and Actions</b>
<b>Occurrence 1 Occurrence is equal to:</b> <ul style="list-style-type: none"> <li>• 2 Tardiness</li> <li>• 2 Missed Clocks</li> </ul>	4 Occurrences	Step 1: Verbal Warning
	6 Occurrences	Step 2: Written Warning
	8 Occurrences	Step 3: Final Written Warning
	10 Occurrences	Step 4: Termination
<b>Total Number of Days Absent Non Consecutively Without Permission (Cumulatively) in a year</b>	4 Days	Step 1: Verbal Warning
	6 Days	Step 2: Written Warning
	10 Days	Step 3: Final Written Warning
	15 Days	Step 4: Suspension
	20 Days	Vacation of Post
<b>Total Number of Days Absent Consecutively</b>	10 Days	Vacation of Post

*NOTE: The total number of days an employee is unavailable for work as scheduled and the total number of occurrences are considered when applying discipline. For example, the maximum number of days the employee shall be allowed to be unavailable for work before receiving a Verbal Warning is 4 days, regardless of the number of other occurrences.*

## 3.5 REWARD FOR STAFF WITH OUTSTANDING ATTENDANCE RECORD

**3.5.1** In a rolling 12 month period, staff with outstanding attendance record shall be duly recognized and appropriately rewarded by the University during official ceremonies such as congregation, staff durbars and any other such ceremonies.

**3.5.2** The selection of beneficiaries shall be based solely on attendance records generated by the clocking system.

**3.5.3** The nature of the award shall be determined by the University and may be subject to periodic reviews.

## 3.6 NEW EMPLOYEES ON PROBATION

An employee, within his/her Probation period, who has two occurrences shall receive a Written Warning; if the employee has greater than two occurrences within the Probation period, employment may be terminated.