STROMBERG TELEPHONE ATTENDANCE POLICY

The purpose of this policy is to outline restrictions on the Telephone Attendance Module (TAM) usage rights.

Any employee granted permission to clock in and out via the Telephone Attendance Module must do so thru a City approved phone line unless other arrangements have been made. This includes any City of Dunedin Office Phone, any City of Dunedin Cell Phone or any Authorized BASP School Phone. Any employee who needs permission to clock in and out thru any other phone line must receive approval from their supervisor. Audits will be performed on telephone usage, and any employee who is found using an unapproved source without approval will face discipline up to and including termination.

I acknowledge that I have carefully read and understand the Stromberg Telephone Attendance Policy.

_____ _____

Date **Employee Signature**

_____

Employee Name PRINTED

6/1/07