


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-19</b>
<b>Subject:</b>	<b>Punctuality</b>	<b>Effective Date:</b>	<b>December 1992</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All Facilities Maintenance personnel are to be in the area as designated by their respective Manager or Supervisor at the scheduled beginning time of their shift, and return fifteen (15) minutes prior to the end of scheduled shift.

**Purpose**

To improve efficiency, by allowing the supervisor continuity in the distribution of job assignments, to relieve previous shift on time, to thoroughly read and update oneself with pertinent information from previous shifts, to avoid overtime, and to allow for paperwork and sharing of information at the end of your scheduled shift.

**Procedure**

All Facilities Maintenance personnel must:

1. Allow adequate time to find parking and clock in on time.
2. Prepare personal effects before the scheduled shift begins.
3. Receive assigned work and make way to the assigned job area fifteen (15) minutes after the starting time of your shift.
4. Beverages such as coffee, pop, etc., may not be taken to the job site and must be consumed in the shop or break areas.