

## **[ TRANSPORT TRAINING CENTER, February 07, 1990 ]**

### **TTC MEMORANDUM**

The following additional policy and guidelines to the 5 October 1989 Memorandum of Mr. E. Q. Cases Jr. shall be implemented effective immediately:

1. Punching in and out of daily time record must be done by each individual staff and must not be delegated to other staff or to the guard on duty.
2. All TTC personnel are expected to be at their respective work stations during office hours. (Work station refers to the room of the Section/Division where one is assigned).
3. Staff who have to leave their work stations to perform official functions within or outside the TTC building must indicate their whereabouts in the locator boards provided for the purpose.
4. Staff who have to leave their work stations to perform official functions outside the TTC building must secure prior approval from their supervisors using the attached form. Upon return, the staff concerned must complete the form by indicating any accomplishment/outcome of the official trip.
5. Leaving TTC building to attend to personal matters is strictly not authorized. Those wishing to do so must punch out.
6. Lunch time is from 12:00 noon to 1:00 p.m. All TTC staff going out for lunch must punch out their time card and punch in upon return. Punching out before 12:00 noon and punching in after 1:00 p.m. shall be considered undertime.
7. Staff are allowed to leave their work stations during designated break times agreed upon by the staff and their respective supervisors. Those wishing to do so must properly fill in the locator board.
8. All staff must use only the front door of the TTC building for their entrance and exit, the back door must be used only in accepting deliveries of supplies and other equipment.
9. Violations of the above policy shall be dealt with in accordance with the schedule of penalties for administrative offenses newly implemented by the Civil Service Commission and existing rules of the University.

For strict compliance.