

**WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT**

MEMORANDUM

TO: Board of Supervisors

FROM: Ed Gilliland, Director of Human Resources
Gloria Mollet, Assistant Director of Human Resources
G. Mollet

RE: Missed Punches and Time Clock Policy

DATE: February 19, 2015

Woodbury County Human Resources is asking for discussion and action on the Policy which includes the language on missed punches and time clocks.

All employees are encouraged to periodically review the Employee Handbook and the Time Entry Policy. The policy is referred to in SECTION III Hours of Work, Time Reporting, and Time Off.

Thank you.