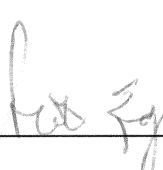


ODNR SIGN-IN/SIGN-OUT POLICY

Effective:	June 15, 2011
Purpose:	To instruct all employees that report to an office on a daily basis of their responsibility to complete sign-in/sign-out reports.
Authority:	<u>ORC 1501.01</u>
Reference:	<u>Sign-in/Sign-out Form (DNR 1206)</u> <u>Activity Report Form (DNR 0417)</u>
Resource:	Administration - Internal Audits Office of Human Resources - Labor Relations Section

Policy

It is the policy of the Ohio Department of Natural Resources that all employees who report to a daily work location use the daily sign-in/sign-out log sheet (DNR 1206-(5/91). These sheets are to be maintained in an accessible area for appropriate monitoring. The sign-in/sign-out procedure includes arrival and departure to and from work as well as lunch hours and meetings outside of work location. These records are to be maintained until a payroll audit is completed.

Office of the Director:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
David Mustine		6/17/11 Date