

TIME AND ATTENDANCE POLICY OLEAN URBAN RENEWAL AGENCY

Purpose

This document formalizes the policy of the Olean Urban Renewal Agency (the “Authority”) with respect to time and attendance of the Board Members and staff of the Authority.

Background

In accordance with Section 2824 of the Public Authorities Law, the Authority is required to adopt written policies and procedures for the time and attendance of Board Members of the Authority. The Authorities Budget Office asks for information confirming that the Authority has a time and attendance policy.

Attendance policy

All employees will be required to fill out time sheets which document the time worked for the Authority. All such time sheets shall be reviewed and signed off by a person in a supervisory capacity. Employees will be credited only for hours actually worked. Under no circumstances will employees be credited for time not actually worked, and documented on time sheets.

Members of the Authority shall regularly attend and constructively participate in meetings of the Board and related committees and devote such time and attention to the performance of his or her duties as may reasonably be required.