


WORK PLACE OF THE FUTURE
(WPOF)
TIME REGISTRATION PROVISIONS

The Charlotte GPC provides a "One-Punch" time registration as one of the WPOF incentives.

The Charlotte GPC is a WPOF location and, except for the following conditions, provides a "One-Punch" program for all employees:

- Employees on one-punch must punch out for any non-standard work shift (1/2 days, early-outs, etc.
- Employees placed on an attendance level will forfeit their one punch privilege and will be required to two-punch until they are no longer on an attendance level. In lates can result in the loss of the one-punch privilege as outlined in the in-late policy dated 9/ 10/98.
- Employees who are observed leaving their work position prior to scheduled end of work shift, leaving early to or returning late from lunch, etc., may be required, at the discretion of their supervisor, to "two-punch" for a period of 90 calendar days. Employees already on a "two-punch" will be required to "four-punch" for a period of 90 calendar days or until the original "two-punch" requirement has been rescinded, in which case the employee would return to the "two-punch" for the remainder of the 90 day period.
- Any employee who fails to punch in at the beginning of their scheduled work shift more than 3 times within any given 6-month period will be required to "two-punch" for a period of 90 calendar days. Circumstances beyond the employee's control (ID won't work in clock, time clock not working, etc.) will be excused. Employees already on a "two-punch" will be required to "four-punch" for a period of 90 calendar days or until the original "two-punch" requirement has been rescinded, in which case the employee would return to the "two-punch" for the remainder of the 90 day period.
- Employees who are on a "two-punch requirement but fail to punch out more than 3 times during this period will be required to "four-punch" for a period of 90 calendar days.
- Employees who are on a "four-punch requirement but fail to punch in or out as required more than 3 times during this period will be subject to further disciplinary actions, up to and including suspension or termination.


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