

Memorandum

Monday, July 2, 2012

TO: DEPARTMENT HEADS - TO BE CIRCULATED TO ALL STAFF

MANAGEMENT RESOLUTION
STAFF WORKING HOURS & ATTENDANCE

With reference to the External Auditing by CSB which the BCDR-AAA had lately, the auditors came up with the following observation/conclusion regarding the Clocking In/Out Semi-Flexi Time Recording:

The concept of Semi - Flexi time which was introduced in February 2011, was to give the employees some degree of flexibility in choosing a start time most suitable to each employee, based on the HR Manual Article No.53. (copy of original resolution is attached).

The main feature of the arrangement was that an employee would choose a starting time of 08:00 or 08:30 or 09:00hr. The concept of coming in later than the latest approved start time of 09:00hr and staying on late to complete the required working hours, was not an option or part of the arrangement.

As result, any instant of reporting to work after 09:00hr should be considered as "Reporting Late for Work" violation and should be subject to the application of the relevant procedure outlined in Article 185 of the HR Manual and/or the CSB Instructions No 22 "Schedule of Violations and Penalties" dated 28 July 2008.

A record sheet should be maintained by the F&A to supervise and implement the provision of the HR Manual with respect to the attendance and the regular working hours of the staff.

Therefore, starting and finishing times of staff will be recorded and observed by both the relevant department and F&A.

A weekly report of employee attendance will be distributed to each department for their follow up. Departments' cooperation in adhering to the approved and agreed working hours requirement would be greatly appreciated



James MacPherson
Chief Executive Officer

Attach: Resolution:C/016/2011