

**INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

**Clocking In and Out of Assigned Work Areas**

**Policy O-3**

To ensure adequate and timely supervision of students and timely and efficient progress regarding individual and group work assignments and responsibilities, it is the policy of the Indiana School for the Blind and Visually Impaired (ISBVI) for individuals who are overtime eligible to clock in and out of the school using time clocks located in various work areas. Individuals who are disciplined for tardiness may also be included in this policy. The Human Resources Director will not be included, based on the nature of their job and responsibilities, unless a pattern of tardiness is established.

**ISBVI Policy O-3**

**Reviewed and Approved:** 1/11/10, 10/21/13, **10/22/18**

**ISBVI Superintendent:** \_\_\_\_\_

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**Date**

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_  
**Date**