

Memo

From: Pamela Williams, HR
To: All Waste, Inc. Employees

Date: November 13, 2020

Until further notice, you may only use the timeclocks for punching in and out. Online punching has been disabled.

For those who start and end their days at a facility using a timeclock, if you feel more comfortable punching in and out online, you may sign this affidavit stating you will only do so at the facility in the vicinity of a timeclock. Employees working remotely may sign this affidavit as well but must only do so at the exact time their scheduled work shift begins and ends. If anyone forgets to punch in or punch out, please notify your dispatcher or manager to add a punch into the system – DO NOT punch in using your electronic device if it is not at the actual time you would have used a time clock.

In accordance with the All Waste, Inc. Employee Handbook, misappropriation, misuse or unauthorized use of Company time is an example of unacceptable conduct and may result in disciplinary action up to and including immediate termination of employment.

Once this form is completed and returned to your dispatcher or manager, you should have access to online punching again within a day.

Name

Signature

Date