

## Des Moines P&DC Badge Card Responsibilities Craft Employees

1. You are responsible for making four clock rings daily (Begin Tour, Out to Lunch, In from Lunch, and End Tour). Failure to make the basic four clock rings may result in corrective disciplinary action.
2. Time card racks will be opened no sooner than .08 units prior to Begin Tour. You will secure your time card from the rack and clock a Begin Tour at the designated time for your Pay Location on the Operation Number to which you've been assigned. Place your time card in the working time card rack under the appropriate Operation Number.
3. You **MUST** be ready to go to work when you've clocked your Begin Tour. There will be no side trips to the locker area, lunchroom, or anywhere other than your work area, without a supervisor's approval.
4. At .09 units past your scheduled BT, the time card racks will be locked. If you are late, go directly to your work area and report to your supervisor. Complete a PS Form 3971 for the Tardy. The supervisor will take action on the PS Form 3971 and complete a PS Form 1260 for your Begin Tour. The supervisor will then get your time card and place it in the working rack under the correct Operation Number.
5. At lunchtime, you will take your card from the working rack and clock out to lunch at the appropriate time. Lunch is thirty minutes (.50 units). Your time card should then be placed in the "Out to Lunch" rack. **Your time card is not to be taken with you, or off Postal premises, at any time.**
6. When you return from lunch, take your time card from the "Out to Lunch" rack, clock in from lunch on the correct Operation Number and place your card in the working badge rack under the appropriate Operation Number.
7. When you move to a different work area, your supervisor will make the necessary clock ring and carry the time card to the gaining supervisor, who will place the card in the working badge rack under the appropriate Operation Number.
8. Time card racks will be opened no sooner than .08 units prior to your End Tour time. Clock your End Tour and place your time card back in the centralized time card rack under your name. **Time cards are not to be taken with you, or off Postal premises, at any time.**