

PUNCTUALITY BONUS

CETYS University
Mexicali Campus

OBJECTIVE:

Achieve that all employees that have perfect punctuality in the designated period, increase their income for personal and their families' benefit, as well as encouraging punctuality at work.

WHO IS PART OF IT?

- a) **Weekly:**
All maintenance and security personnel
- b) **Every fifteen days:**
Administrative personnel, considering secretaries and administrative assistants

Comment: All participants must have a defined schedule and check entrance in the TRESS payroll time clock system, so it stays recorded in the pre-payroll report and have evidence for calculating and paying the BONUS.

HOW MUCH THEY ARE ENTITLED TO:

- a) Weekly employees that achieve perfect punctuality earn:
\$ 112.50 each week
- b) Every fifteen days' employees that achieve perfect punctuality earn:
\$ 250.00 every fifteen days

HOW IS IT PAID?

It is paid at the end of each payroll period.

- **Weekly:** What happens from Wednesday thru Tuesday is paid on the following Friday.
- **Every fifteen days:** What happens from days 1 to 15 is paid on the 30th of every month, and what happens between days 16 to 30 is paid on the 15th of the following month.

It is reported as PUNCTUALITY BONUS and is paid in each corresponding period within the corresponding payroll.

CONSIDERATIONS:

- Perfect punctuality is considered when employees check-in before or right before:
 - The entrance schedule, when the working day begins

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- Exit and entrance from lunch hour and
- When finishing work.
No check-out must be omitted.

RULES:

- Permissions, with or without salary, affect the bonus (it is not paid)
- Tardiness with permission affect the bonus (it is not paid)
- Permissions for doctor appointments or leaves from IMSS affect the bonus (it is not paid)
- Changes in schedule without permission and notification from headperson affect the bonus (it is not paid)

EXCEPTIONS:

- The only exception is:
When the employee is sent by the headperson to a special job, work related, and required by the Institution.

Any point not considered in this manual, must be authorized by the Department of Management and Finances and the Department of Human Resources.

This document is issued on June 1, 2006, and expires in a year; at this time it must be revised. In case there are changes, adjustments will be made and those involved will be informed.

Department of Human Resources
Mexicali Campus