



City of Chicago
Richard M. Daley, Mayor

Office of the Mayor
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FOR ALL CITY OF CHICAGO EMPLOYEES

Please be aware that the City of Chicago is enforcing all of the following personnel policies:

- You are required to follow your department's "swipe" policy, which governs when and where you must swipe in and/or swipe out.
- You should always return to work on time after breaks, lunch, or rest periods.
- Under no circumstances can you give your card to someone else to swipe you in and/or out.
- If you are absent from work on a day that hasn't already been approved, you must personally call and notify your designated supervisor within 30 minutes from the start of your work day.
- Because of the importance of these policies, failure to abide by the rules may result in disciplinary action.

By upholding these standards, we will ensure that Chicago residents are provided with the highest level of public service. Thank you for your continued hard work and commitment.

NEIGHBORHOODS

