

**Building Access/Security and Employee Time & Attendance Policies,  
Procedures and Products Survey**

1. Has your organization implemented safety policies and procedures relating to office doors?

City	Yes/No
Munford	No
Mt. Juliet	Yes
Kingsport	Yes
Portland	No
Columbia	Yes/no
Bartlett	No
Cleveland	No
Sparta	No
Tulahoma	No
Spring Hill	No
Germantown	No
Memphis	Yes
Elizabethton	No
Lawrenceburg	Yes

If yes, please describe:

City	Description
Mt. Juliet	Key card access at all locations
Kingsport	While there is no overall policy, each department sets their own procedures to accommodate their needs and potential risks
Memphis	Some offices have electronic access based on security needed for the nature of the work - Treasury Office, Mayor's Office, Benefits, etc.

2. Has your organization implemented safety policies and procedures relating to city building and activities access points?

City	Yes/No
Munford	No
Mt. Juliet	Yes
Kingsport	Yes
Portland	No
Columbia	Yes
Bartlett	No
Cleveland	No
Sparta	No
Tulahoma	No
Spring Hill	No

City	Yes/No
Germantown	No
Memphis	Yes
Elizabethton	Yes/no
Lawrenceburg	Yes

If yes, please describe:

City	Description
Mt. Juliet	All visitors must enter through the front door and state whom they are there to see. The employee is to come, get the visitor, and escort them to where they need to go.
Kingsport	See above
Columbia	Doors with keypads are installed at strategic locations to keep public out.
Memphis	City Hall has two controlled public access points and otherwise by electronic access only. Upgrades gradually progressing in other City buildings.
Lawrenceburg	Coded locks on employee entrances. Restricted access to other areas.

3. Does your city utilize any of the following?

City	Key Fobs	Security Key Pads	Half door entries	Sliding Glass windows	Cameras	Door Buzzers/alarms	Finger print activation	Employee Badge Swipe
Munford	No	Yes	No	No	Yes	No	No	No
Mt. Juliet	No	Yes	No	Yes	Yes	No	No	Yes
Kingsport	Yes	Yes	No	Yes	Yes	Yes	No	Yes
Portland	Yes	Yes	No	No	Yes	Yes	No	No
Columbia	No	Yes	No	Yes	Yes	Yes	No	Yes
Bartlett	Yes	Yes	No	No	Yes	Yes	No	No
Cleveland	Yes	No	No	No	Yes	Yes	No	Yes
Sparta	No	No	No	No	No	No	No	No
Tullahoma	No	Yes	No	No	Yes	Yes	No	Yes
Spring Hill	No	Yes	No	No	Yes	Yes	No	No
Germantown	No	Yes	No	No	Yes	Yes	No	Yes
Memphis	No	Yes	No	No	Yes	Yes	Yes	Yes
Elizabethton	No	Yes	No	No	Yes	No	No	Yes
Lawrenceburg	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes

4. If yes, please describe how your organization utilizes each:

City	Description
Mt. Juliet	Employee badges are issued for employees that will open only the areas that they are to have access. We have sliding glass windows in finance, public works, and building codes. The police department has bulletproof glass with a tray where

City	Description
	people can pay municipal fines. We have cameras in the halls, courtroom, outside buildings, mounted high at the parks, and parking the parking lots
Kingsport	Most are used by employees to limit access to certain doors/entrances or an entire building (key fobs, key pads, buzzers, badges). Badge swipes are utilized in areas where tracking access of employees might be pertinent (police, water/sewer). Cameras are installed in areas as deemed necessary and budgets permit (parking garage, police, finance, etc.)
Portland	Water Treatment Plant; cameras for security at entrances, key pad and key fob controlled access entrance at gates and building; Streets Dept, Security Cameras monitor stored equipment; Parks Department, security cameras at entrances designed to read license plates; Police Dept; cameras and key pad controlled access; City Hall cameras and key pad controlled access at employee entrances and utility office; North Fire Hall cameras and key pad entrance
Columbia	At building entry and strategic locations, lockable sliding windows installed at City Records Office, throughout hallways and entrances building security alarm can be used in place of keypad.
Bartlett	Key fobs for entry and various City owned buildings. Security key pads for entry to IT dept. computer rooms. Cameras at various City owned buildings but not all. Door buzzers at Police Administration office.
Tullahoma	Keypads are used to enter the office areas off of the main lobby; door buzzers are used by the city clerks for that same entrance for employees and authorized visitors; badge swipes are used in the police department to access both of their entrances to outside the building.
Spring Hill	security key pads at City Hall in addition to the keyed locks; cameras at various facilities; door alarm at Water Treatment Plant, etc
Germantown	For security and access control into certain buildings, office suites
Memphis	Security key pads and fingerprint or badge swipe required for all City Hall employee entrances. Cameras used throughout City Hall interior and exterior. Buzzers/alarms on emergency exits.
Elizabethton	Both the security key pads and employee badge swipe are used as safety measures for entry into the building through the employee entrances. The cameras are used in the finance department, the City Manager, Finance Director, lobby and council chamber areas of the building.
Lawrenceburg	Key fobs in Police. Security keypads at City Hall and Fire Department. Half door-entries at Police. Sliding glass windows at Police and Parks & Rec, and soon to be at City Hall. Cameras at Police, City Hall, Parks & Rec. Door buzzers/alarms at Police. Employee badge swipe at Police.

5. Does your organization utilize flex-time?

City	Yes/No
Munford	No
Mt. Juliet	No
Kingsport	No
Portland	Yes
Columbia	No
Bartlett	Yes/no

City	Yes/No
Cleveland	Yes
Sparta	No
Tulahoma	Yes
Spring Hill	No
Germantown	No
Memphis	No
Elizabethton	No
Lawrenceburg	Yes

6. Does your organization use any of the following methods to capture employee time?

City	Time Clock	Paper time sheet	Computer of phone App	HRIS System	Key Fob Remote verification	Cameras	ID Badge Swipe	Finger Print	Voice Command Recognition
Munford	No	Yes	No	No	No	Yes	No	No	No
Mt. Juliet	Yes	No	Yes	Yes	No	Yes	Yes	No	No
Kingsport	Yes	Yes	No	No	No	No	No	No	No
Portland	Yes	Yes	No	No	No	No	No	No	No
Columbia	Yes	No	Yes	Yes	No	No	Yes	No	No
Bartlett	No	Yes	No	No	No	No	No	No	No
Cleveland	Yes	Yes	No	No	No	No	No	No	No
Sparta	No	Yes	No	No	No	No	No	No	No
Tulahoma	Yes	Yes	No	No	No	No	No	No	No
Spring Hill	Yes	Yes	No	Yes	No	No	No	Yes	No
Germantown	Yes	Yes	No	No	No	No	Yes	No	No
Memphis	Yes	Yes	No	No	No	No	No	No	No
Elizabethton	Yes	Yes	No	No	No	Yes	Yes	No	No
Lawrenceburg	No	Yes	Yes	No	No	No	No	No	No

7. If yes, please describe how your organization uses each:

City	Description
Mt. Juliet	Every employee clocks in when they arrive at work for their schedule. It can be by the key pad system in the breakroom on they can log in on line. The phone system sends all voice mail messages over to my email so that we do not miss any calls. The cameras are all monitored at the police dispatch office and can be viewed through the IT department.
Portland	Employees in the field punch a time clock; hourly and salaried administration employees complete a paper time sheet.
Columbia	To gain entrance into building and to clock in and out.
Bartlett	Paper time sheets for all non-exempt employees. Entered into Excel file by department and forwarded to Payroll staff.
Tulahoma	Time clocks are used for non-exempt employees in the Recreation and Public Works department.

<b>City</b>	<b>Description</b>
Spring Hill	time clock with fingerprint capability is being testing in our Public Works Dept. All other departments report time through our HRIS system. Some shift firefighters use paper time sheets when necessary.
Germantown	ID badge swipe is used in Public Works & Fleet Services
Memphis	Time clocks used in a few places. Most are paper time sheets. Project currently underway to move to all electronic time entry.
Elizabethton	All employees complete a paper timesheet and the Street & Sanitation Departments use a time clock to track incentive time.
Lawrenceburg	We used to use finger print scanners on our timekeeping system. We had so many problems with the clocks that we went back to paper. We track attendance and work on paper forms and load the data into the payroll computer on payday.

8. If you use a Time and Attendance Service product, vendor, contract or other source, please provide their contact information.

<b>City</b>	<b>Vendor Contact information</b>
Mt. Juliet	We use Paycor for Time, attendance, and payroll (7/1/2013). Then in 2015, we added the HRIS system and the ACA Compliance.
Columbia	Empower, but would recommend Paylocity.
Spring Hill	We currently only use ESS through Tyler Technologies. We are preparing an RFP for time and attendance programs/timeclocks
Germantown	We are in the process of implementing Executime. There website is Executime.com. This system is compatible with our main operating reporting software provided by Sungard.
Memphis	Novatime

**Contact Information:**

<b>Name</b>	<b>Organization</b>	<b># of Employees</b>	<b>Contact Number</b>
Mary Pinner	Munford	58	901-837-5969
Janet Southard	Mt. Juliet	169	615-773-6290
George DeCroes	Kingsport	800	423-224-2448
Jo Ella Goad	Portland	140	616-325-6776
Connie Etzkin	Columbia	386	931-560-1565
Ted Archdeacon	Bartlett	700	901-385-5515
Jeff Davis	Cleveland	320	423-559-3313
Lorie S. Jeffries	Sparta	80	931-836-3248
Casta Brice	Tallahoma	147	931-455-2648
Shelley Taylor	Spring Hill	268	931-698-1948
Steve Wilensky	Germantown	400	901-757-7274
Heather Walton	Memphis	8000	909-895-8100
Angie Lyons	Elizabethton	265	423-547-6248
Doug Edwards	Lawrenceburg	131	931-762-4459

Thanks for your assistance.