

☐ **PROCEDIMIENTO: 204 ESTÍMULOS ASOCIADOS A LA PUNTUALIDAD Y ASISTENCIA**

☐ **OBJETIVO:**

Reconocer el esfuerzo y dedicación de los servidores públicos que demuestren su vocación de servicio a través de su puntualidad y asistencia perfectas (artículo 6 del Acuerdo para el Otorgamiento de Reconocimientos a Servidores Públicos de los Poderes Legislativo, Ejecutivo y Judicial del Estado de México).

☐ **NORMAS:**

20301/204-01

- Los estímulos por puntualidad y asistencia perfecta se otorgarán exclusivamente a quienes registren su puntualidad y asistencia a través de:

- a) Gafete/credencial (20301/NP-57/04) con código de barras para lectores ópticos.
- b) Tarjeta de asistencia (20301/NP-14/04) para reloj de registro.

En los centros de trabajo que cuenten con ambos sistemas de registro de puntualidad y asistencia, se considerará para este estímulo a los servidores públicos que registren sólo a través de lector óptico.

20301/204-02

- Se considera puntualidad y asistencia perfecta el no incurrir en ningún retardo, falta de puntualidad o inasistencia, justificadas o no. En caso de riesgo de trabajo previo dictamen expedido por el ISSEMYM, el servidor público conservará el derecho al pago del estímulo de puntualidad y asistencia, el cual se pagará de manera proporcional al tiempo laborado y comprobado documentalmente.

20301/204-03

- Se considera retardo pero no falta de puntualidad el presentarse un minuto después de la hora de entrada y hasta 10 minutos después.

20301/204-04

- Se considera falta de puntualidad injustificada:
 - a) Presentarse a laborar entre el minuto 11 y el minuto 30 después de la hora de entrada establecida.

20301/204-05

- Se considera falta de asistencia injustificada:
 - a) La inasistencia al trabajo;
 - b) Presentarse a laborar después del minuto 30 de la hora de entrada;
 - c) Registrar la salida antes del límite del horario establecido;
 - d) Omitir el registro de entrada y/o salida; y
 - e) Abandonar sus labores dentro de las horas de trabajo.

FECHA DE EMISIÓN:

NOVIEMBRE DE 1998

FECHA DE ACTUALIZACIÓN:

AGOSTO DE 2014

PÁGINA:

SUSTITUYE A:

III/0204-01

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**Venezuela. Contraloría General de la
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Hospital Management Howard S. Rowland, Beatrice L. Rowland,1984

Desarrollo y fortalecimiento de los sistemas locales de salud en la transformación de los sistemas nacionales de salud José María Paganini, Humberto de Moraes Novaes,1993 **Memoria Y Cuenta 2004** ,2005 Informe de labores Mexico. Secretaría de la Reforma Agraria,1993

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Memoria y cuenta - Ministerio del Ambiente y de los Recursos Naturales Renovables Venezuela. Ministerio del Ambiente y de los Recursos Naturales Renovables,1996 *Annual Report* Institute of Nutrition of Central America and Panama,1991

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Honduras,1985 *Actuaciones* Venezuela. Contraloría General de la República,2005

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