



TONI N. HARP
MAYOR

City of New Haven
Commission on Equal Opportunities
165 Church Street, 2nd floor
New Haven, CT 06510

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www.newhavenct.gov



**ANGEL FERNANDEZ-
CHAVERO**
ACTING INTERIM
EXECUTIVE DIRECTOR

Daily Report – Attendance and Work Description

Project: _____

Contractor: _____

Date of Work: _____

(Position: **W** = Worker / **S** = Supervisor / **O** = Owner / **A1** = 1st Year Apprentice / **A2** = 2nd+ Year Apprentice)

(Trade: Carpenter, Glazier, Operator, etc.)

	Employee Name <i>Please Print</i>	Position	Trade	Work Description and Work Location	Time In	Time Out	Signature
1.							
2.							
3.							
4.							
5.							
6.							
7.							
9.							
10.							

Supervisor Printed Name: _____

Supervisor Signature: _____

Date: _____

Page ____ of ____

*** This daily attendance report is due by the end of each work day. Failure to supply may result in a \$50.00 fine and can accrue every day until one is supplied. ***