

Time clock policy and procedures

Purpose;

1.1

To establish uniform guidelines and regulations to govern the use of time clocks by the Town of Holden Public Works Dept.

General;

2.1

A hand punch time clock will be installed in the public works office. All existing payroll procedures will remain in place. The hand punch time clock will be used as the acceptable means for keeping a record of hours worked by an employee.

2.2

A convenient locale and a sufficient number of time cards shall be maintained in order to properly facilitate the clocking in and out of the employee.

Electronic hand punch time cards;

3.1

Time clock cards meet the requirements of the fair labor standards act (FLSA) for records of hours worked if they accurately reflect the actual hours worked. Such cards, however, are not conclusive proof of time worked. If other evidence shows that an employee worked during periods in addition to those recorded on his/her time card, he/she is entitled to compensation for those additional periods with supervisor approval of time worked.

3.2

Notwithstanding the above, time clock cards, shall be the primary documentation used as source for reporting time worked on a bi-weekly time sheet record.

3.3

Time is to be rounded to the nearest ¼ hour up or down. If an employee clocks in at 6:09am it would be considered 6:00am if the employee clocks in at 6:17 am it would be considered 6:30am etc.

3.4

All hourly and non-exempt employees are required to use the hand punch clock.

Clocking in & out and time recording;

4.1

All employees must clock in at the beginning of the shift and out at the end of the shift. Employees shall not clock out before their scheduled ending time. Any employee that clocks out early and leaves their designated work area will be considered as leaving the workplace without permission and may receive appropriate discipline (unless permission has been granted).

4.2

No employee shall be allowed to punch in or out for another employee. Violation of this rule may be grounds for disciplinary action up to and including termination against both employees.

4.3

If an employee fails to clock in and or out, which results in a shortage on the employees' paycheck, the monetary adjustment will be processed on the next applicable pay cycle. The payroll office will not issue a separate check to an employee whose check is short due to not clocking in or out properly.

4.4

It is the expectation of the Town of Holden that our employees arrive at the site on time. The hand punch time clock will document and detect for tardiness.

4.5

If any Employees card will not scan, they are required to report it immediately to their supervisor or assistant supervisor. Employees are not to pound or bang on the time clock due to damage that can be sustained. If damage is incurred by an Employee due to negligence, they will be held liable for the cost of repair or replacement of the clock.

4.6

Employees are entitled to a 15 minute break in the am and a 15 minute break in the pm, and ½ hour lunch break usually at 11:00am. Management recognizes that the public works schedule sometimes does not allow for a lunch break and therefore will be paid, or employee may leave ½ hour early that day.

4.7

Every other week when non-exempt employees receive their paycheck, it should be reviewed carefully for correctness. Any correction must be brought to the attention of the supervisor or payroll department, within one week of the receipt of the pay check.

Overtime;

5.1

Employees may be required to work overtime as necessary. Overtime compensation will be paid to all non-exempt employees in accordance with federal and state laws. Only actual hours worked in a given workday or workweek apply in calculating overtime. Time off on sick leave, vacation leave, or any leave or absence will not be considered hours worked for purposes of performing overtime calculations.

Review and Update;

6.1

This policy will be reviewed periodically and will be updated as needed.

Failure to comply;

7.1

Employees who continually fail to comply with this, or any other Holden policy will be subject to appropriate discipline up to, and including, termination of employment.

Adopted: Tuesday February 18th, 2020

Employee signature

Date

Town Manager signature

Date