

	Employee Time Clock Use POLICY	Policy No.: 285 Date: 4-8-2013
		Supersedes: Date:

POLICY

It is the policy of the Township to streamline the timekeeping and payroll process, as well as ensure consistency of treatment for employees

SCOPE

This policy covers all non-exempt employees that are required to clock in using the Kronos timekeeping system.

DEFINITIONS

The terms “clock in;” “punch in” and “swipe in (or out)” all mean the same. They all refer to the action whereby an employee slides his or her card through the slot on the time clock that reads the employee’s code number from the card and transmits the information to the timekeeping database. It also includes the reading by the machine of the employee’s fingerprint to assure the employee’s identity is the same as what has been registered in the system. An employee may have multiple job classifications assigned to him/her.

PROCEDURE

Employee Clocking Responsibilities

It is a job requirement that non-exempt employees must “clock in” at the beginning of their shift and “clock out” at the end of work each day. Additionally, employees are to “clock out” at the beginning of lunch breaks or when they leave the job site and “clock back in” when they return from lunch or when they return after being away from the job site.

Dependent upon an employee’s “job status” and accompanying “pay rule,” certain restrictions regarding work time and clock punches may pertain. For example:

- Certain employee’s pay rules will indicate a “Restricted Punch.” These employees will not be able to “clock in” at the beginning of their shift earlier than fifteen (15) minutes prior to their scheduled start time. Although employees are able to clock in up to fifteen minutes (15) prior to their shift; they are expected to “clock in” as close to their start time as possible.
- A similar process occurs at quitting time. Employees can only clock out within fifteen (15) minutes following quitting time. Although employees are able to clock out up to fifteen minutes (15) prior to their shift; they are expected to clock out as soon as their shift ends.

- Kronos “clock in” and “clock out” punches will be rounded according to a seven-minute grace period with a fifteen-minute round. For example, if an employee clocks in at 7:07 am, the employee will be paid starting at 7:00 am. If the employee clocks in at 7:08 am; they will be paid beginning at 7:15 am.

The policy applies to early as well as late punches. For example, if an employee clocks in at 6:53 am; they will be paid beginning at 7:00 am. If an employee clocks in at 6:52 am; they will be paid starting at 6:45 am.

The same rule holds at the end of the day. If an employee’s shift normally ends at 5:30 pm; they clock out at 5:37, their stop time will round to 5:30 pm. If an employee clocks out at 5:38, their stop time will round to 5:45 pm.

Again, this pay rule is termed “Restricted Punch.”

Restrictions and rounding apply only when the employee’s schedule is in Kronos. When an employee’s schedule is not in Kronos; the employee will be paid the exact time in which they clocked in and out for their shift.

Lunch Break

- Employees who are under the age of eighteen (18) and who are working a full schedule, are also under a “Restricted Punch,” rule for lunch break purposes. These employees must take a one-half (1/2) hour meal break after five (5) hours of work. After five (5) hours of work, the employee must “clock out” for lunch and “clock back in” after the appropriate one-half (1/2) hour lunch period. If the employee tries to clock in early, the punch will be restricted. The employee must clock back in between thirty (30) and thirty-five (35) minutes after punch out. The meal break will then “round back” to thirty (30) minutes. If the employee clocks back in thirty-six (36) minutes or longer, after punch out, the meal break will extend to the exact time the employee punches back in.
- Employees over the age of eighteen (18) will be entitled to a 30-minute unpaid lunch break, and are required to “clock in” and clock out” for the lunch break. If the employee clocks back in twenty-one (21) minutes or longer, after punch out, the meal break will extend to the exact time the employee punches back in. If an employee clocks back in between thirty-one (31) and thirty-five minutes after punch out, the meal break will “round back” to thirty (30) minutes. If the employee clocks back in thirty-six (36) minutes or longer, after punch out, the meal break will extend to the exact time the employee punches back in. If an employee comes back to work within twenty (20) minutes, the system will mark the punch as an exception and it is the responsibility of the supervisor to review the employee’s time in Kronos.

Refer to the following “Pay Rules by Job Status”, “Time Clock Punch Definitions”, and “Current Job Classes and Pay Rule Assignments” for further clarification.

Pay Rules by Job Status

1. Parks & Recreation Customer Service, 60 min.
 - a. Punch Interpretation: Restricted
2. Part-Time, Hourly, Open
 - a. Punch Interpretation: Open
3. Part-Time, Hourly, Restricted
 - a. Punch Interpretation: Restricted
4. Part-Time, Hourly, Restricted In
 - a. Punch Interpretation: Restrict In, Open Out
5. Part-Time, Hourly, Restricted Minor
 - a. Punch Interpretation: Restricted

Time Clock Punch Definitions

1. Open Punch
 - a. No Restrictions.
2. Restricted Punch
 - a. Employees are time clock restricted based on their start and end time.
 - b. Employees cannot punch in more than 15 minutes before or punch out 15 minutes after their scheduled end time.
 - c. Minors must take a thirty (30) minute unpaid meal break after five (5) hours of work. The minor will be restricted from punching back in from the meal break until (30) minutes later from their “clock out” time.
 - d. Employees over the age of eighteen (18) will be restricted from punching back in from an unpaid meal break until twenty (20) minutes or later from their “clock out” time.
3. Restricted In, Open Out Punch
 - a. Employees are time clock restricted based on their start time.
 - b. Employees cannot punch in more than fifteen (15) minutes before their scheduled start time, but do not have any time clock restrictions for their scheduled end time. Although employees are able to clock in up to fifteen minutes (15) prior to their shift; they are expected to “clock in” as close to their start time as possible.

Current Job Classes and Pay Rule Assignments

Job Class	Pay Rule
Concession	Part-Time Hourly Restricted
Golf Cart Attendant	Part-Time Hourly Restricted In
Golf Course Grill Leader	Part-Time Hourly Restricted In
Golf Player Assistant	Part-Time Hourly Restricted In
Golf Pro	Part-Time Hourly Open
Golf Pro Shop Clerk	Part-Time Hourly Restricted In
Golf Server	Part-Time Hourly Restricted In
Greenskeeper	Part-Time Hourly Restricted In
Lifeguard	Part-Time Hourly Restricted
Parks & Rec Aerobics Instructor	Part-Time Hourly Open
Parks & Rec Afterschool	Part-Time Hourly Restricted
Parks & Rec Customer Service	Parks & Rec 60 Min
Parks & Rec Early Childhood	Part-Time Hourly Open
Parks & Rec Playcenter	Part-Time Hourly Restricted
Parks & Rec Site Supervisor	Part-Time Hourly Restricted In
Parks & Rec Volleyball	Part-Time Hourly Open
Parks and Rec Camp Cranberry	Part-Time Hourly Restricted
Parks and Rec Instructor	Part-Time Hourly Open
Part-Time Parks & Rec	Part-Time Hourly Restricted
Waterpark Guest Services	Part-Time Hourly Restricted
Waterpark Maintenance	Part-Time Hourly Restricted
Waterpark Manager	Part-Time Hourly Open
Waterpark Programs	Part-Time Hourly Open

Missed Time Clock Punches

If an employee forgets to “clock in” or “out” for their shift; they are to contact their supervisor immediately when it is realized, to explain the circumstances and to provide actual clock in or out information. The Supervisor will adjust the employee’s time in the Kronos system.

- Employees will be subject to disciplinary action up to and including termination* for excessive failure to clock in or out without reasonable justification.

Falsification or Tampering

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action, up to and including termination*.
- Any employee interfering with another’s use of time clocks or in possession of or defacing another’s ID card will be subject to disciplinary action up to and including termination*.

*The Department Head and a Human Resources representative will review the specific details of such an infraction and develop an appropriate response.

Lost or Missing ID Cards

- Employees must keep their badges at their designated job site. Any lost badges must be immediately reported to the responsible supervisor or site manager who will report the loss to Department management and request a new card be issued as soon as possible.
- Employees who have lost or forgotten their card may be “clocked in or out” by their supervisor on a short-term basis.
- Excessive loss or forgetting of card by an employee may be cause for disciplinary action.

Damaged ID Cards

If the ID card becomes damaged and cannot be read by the electronic time clock, the employee is to immediately inform his/her supervisor and turn in the defective card to obtain a replacement. Until the new card arrives, the employee will be clocked in and out by the supervisor.

- Excessive worn or damaged cards may be cause for discipline.

Clock Problems

- If any employee is unable to “punch in” or “out” because of a time clock malfunction, **it is the employee’s responsibility to immediately inform his/her supervisor or facility manager.** In the event of time clock malfunction, supervisory personnel will clock employees in and out and will notify Department management of the problem.

Overtime

- Overtime must always be authorized in advance by a supervisor and documented in the system. Overtime will be calculated based on the actual hours recorded and credited to the employee and approved by management.
- Overtime is earned on a weekly basis and is only earned after forty (40) hours of **actual work hours** have been accumulated during the established work week.
- Disagreements on work hours contained in the detail record shall be reviewed with the employee’s supervisor (and, if necessary, Department management) who will resolve the issue and authorize any changes to the timekeeping data.

Supervisor’s Responsibilities

- All absences (scheduled and unscheduled) shall be documented on the time detail record by the employee’s supervisor.

- Supervisors are responsible for entering schedules and meal breaks for employees under the age of 18 on a weekly basis.
- Supervisors are to review and edit work time entries and absence entries ideally on a daily basis, with a reason code for the revision.
- Supervisors are to review all entries each pay period, then sign off on time sheet in the system the day following the end of the payroll cycle.
- Supervisors are responsible for working an employee only in the job classifications assigned to that employee.
- Supervisors should contact the Human Resources Representative with Kronos time clock issues.

INTERPRETATION AND CONTROL

Employees are responsible for entering accurate information in the time clock on a consistent basis.

The Department Head in whose department a time clock is being utilized is responsible for the daily oversight of this policy.

The Information Technology Department is responsible for the technical aspects relating to the accurate and consistent functioning of the time clock, as well as for any technical changes or upgrades set forth by the manufacturer.

The Finance/Payroll Department has the responsibility for the electronic transfer of time clock data which will result in an accurate and timely payroll process.

The Human Resource Department is responsible for the interpretation, authorization and control of this policy.

The Board of Supervisors, operating through the Township Manager, has the ultimate authority for this policy.