

4085-R Time Clock

Each employee defined in this policy is required to have a record of hours worked. In departments using time clocks, the following regulations will apply:

- Employees are required to ~~punch~~ **clock in** at their assigned start time and must ~~punch~~ **clock** out when they go off duty.
- Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
- ~~Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than 7 minutes prior to the start of their shift. Employees may not clock out more than 7 minutes prior to the end of their work time.~~ **Employees must clock in/out within 7 minutes of the scheduled start and end time of their shift, unless they have supervisor's approval.**
- **Clocking in within the time frame specified in item three will be calculated as an on-time report for duty.**
- Depending on the department procedures, time recorded will be the work-time paid, or employees will be paid from timesheets verified by ~~actual punched times~~ **supervisor/manager**. Any adjustments to the recorded time must be approved by the employee's supervisor.
- **Supervisors/Managers** will be accountable to their department head for any manual changes submitted.
- ~~Unless a department is utilizing a system with an automatic lunch deduction, employees must clock out for their designated lunch break.~~ **Employees must clock out for their designated lunch break unless a department is utilizing a system with an automatic lunch deduction, and staying on the worksite.**
- Performing time clock operations on behalf of another employee is strictly forbidden. Violations of this policy may result in disciplinary actions, including oral or written warnings, suspension without pay, and/or termination.

ADOPTION DATE: March 23, 2010; **Revised April 12, 2022**

LEGAL REFERENCE(S):

CROSS-REFERENCE(S):

ADMINISTRATIVE REGULATION: