

Time Clock Policy Examples

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

The service manager is responsible for the daily oversight of this policy. Overtime must always be authorized in advance by a supervisor and documented. 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.

PROCEDURE

Employee Clocking Responsibilities

It is a job requirement that employees must "clock in" at the beginning of their work day 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 shop and "clock back in" when they return from lunch or when they return after being away from the shop.

Employees must punch in prior to the start of their work day and be ready to begin work at their work assignment at the starting time of the day. Employees must punch out at the end of their work day. Employees should only punch in at the time they begin working and only punch out when all work is completed for their work day.

Punches that occur after the assigned start time of up to seven-minutes will be rounded back to the full hour. For example, if a scheduled start time is 7:00 a.m., and an employee punches in at 7:07, the start time will be rounded back to 7:00 a.m. If an employee punches in at 7:08 or later, the start time will be rounded to 7:15. The same practice will occur at the end of an employees' shift. A Foreman may allow up to a seven-minute grace period upon rare occasions, when an employee has been unavoidably detained or must leave early. However, a pattern of late punch in or early punch outs will not be tolerated. A pattern is defined as more than three early or late punches (more than seven minutes) in a 30-day period.

Time Records

- Employees are required to record their own time in and out. No one, regardless of circumstances, is permitted to record time for anyone else or to allow such an occurrence. Employees shall clock in and out on time, but not earlier than 4 minutes before their scheduled starting work time or no later than 4 minutes after their scheduled ending work time and such time is not considered paid time. Employees will begin and end work on time as scheduled by their supervisor. Employees are further required to clock in and out on time when taking their meal period. Employees must record their time in and out whenever they leave the premises for any reason, other than Company business.

Use the following as a guide to determine the round when clocking in:

7:45 a.m. to 8:05 a.m. = 8:00 a.m.

8:06 a.m. to 8:20 a.m. = 8:15 a.m.

8:21 a.m. to 8:35 a.m. = 8:30 a.m.

8:36 a.m. to 8:50 a.m. = 8:45 a.m.

Use the following as a guide to determine the round when clocking out:

2:54 p.m. to 3:08 p.m. = 3:00 p.m.

3:09 p.m. to 3:23 p.m. = 3:15 p.m.

3:24 p.m. to 3:38 p.m. = 3:30 p.m.

3:39 p.m. to 3:53 p.m. = 3:45 p.m.