

**CITY OF ROCKLEDGE**  
**TIME CLOCK PLUS Electronic Timekeeping Policy**

**Official Time**

The Time Clock Plus electronic timekeeping system and associated work records will become the official basis for recording hours worked by employees of the Public Works Department and Waste Water Department in the City of Rockledge. Handwritten timesheets will be replaced by the Time Clock Plus generated timesheets, based on the data in the timekeeping system. Absence records (e.g. vacation, sick days, holidays) will also be recorded in Time Clock Plus by Administration.

In order to ensure consistency of treatment for employees, the data records in the Time Clock Plus system will be considered as the “official” record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official Time Clock Plus records.

It is recognized that in certain situations (clock malfunction) that it will be necessary to correct or enter missing data. These changes will be carefully documented on the AUTHORIZATION TO CHANGE TIME CLOCK PLUS DETAIL RECORD so that it will be possible at all times to determine how a time detail record was computed.

In order for the electronic timekeeping system to work as intended, all non-exempt employees must participate. Outlined below are some important rules to be aware of as an employee.

**NOTE:** The terms “clock in”, “punch in,” (or out) mean the same thing. They all refer to the action whereby an employee enters ID number and puts his/her hand on the reader that reads the handprint and transfer this information to the Time Clock Plus timekeeping database.

**Daily Clock-in/Clock-out**

It is a job requirement that ALL non-exempt employees MUST “clock in” in the morning and “clock out” at the end of the workday at their place of work. (Under certain conditions, such as a training course at a different location, the employee shall be manually clocked in/out by the dedicated administration personnel.) Other requirements include:

- Due to the number of employees in the Public Works Department, clocking in may begin as early as 30 minutes prior to the scheduled time, however, pay does not commence until scheduled work time and no work is expected until the scheduled time. This is in accordance with the Fair Labor Standards Policy.

- Employees clocking in more than 7 minutes after their scheduled starting time will be recorded as tardy (unless the supervisor has approved the late arrival).
- Employees shall not clock out before their scheduled ending time unless authorized to do so by their supervisor. If, due the large number of employees in some departments, employees clock out 5 to 7 minutes before the actual end of workday time, those employees must remain in their designated work areas until the scheduled time at the end of the workday. Any employee who clocks out early and leaves his/her designated work area will be considered as leaving the workplace without permission and may receive appropriate discipline.
- Each employee is entitled to a ½ hour or one-hour lunch break towards the middle of his/her workday. Time Clock Plus will automatically deduct that time depending on the employee's work schedule. It should be noted that if an employee leaves the compound for lunch, he/she must clock in and out accordingly.

### **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 of employment.
- Clocking in for an absent employee (a.k.a. "buddy punching") will also be considered a serious offense, with both employees being subject to disciplinary action up to and including termination of employment.
- Anyone interfering with other employee's use of time clocks shall be subject to disciplinary action.

**Due to the severity of the above infractions, there will be immediate discipline enforced. The supervisor will review the specific details of such infractions and develop an appropriate response.**

### **Time 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 Administration. In this situation, the Administrative personnel will "manually" clock the employee in or out.

### **Overtime**

Overtime should always be authorized in advance by a supervisor and documented. No overtime will be credited if an employee clocks out later than his scheduled ending time without approval from the employee's supervisor. Overtime will be calculated based on the actual hours recorded and credited to the employee, as measured by Time Clock Plus

time clocks. For example, if an employee leaves work 15 minutes early, that time will be subtracted from the total time accumulated toward overtime.

- Approved overtime is earned on a weekly basis and is only earned after 40 hours of actual work hours have been accumulated within a given week. Task force employees are on a two-week cycle after 80 hours worked.
- Approved overtime is paid at (subject to limitations) 1.5 times the employee's base hourly rate after 40 hours have been worked; 80 hours for Task Force employees.

Each non-exempt employee is responsible for clocking in and out according to the City's timekeeping policy. Time detail is based on the Time Clock Plus records and it is each employee's responsibility to clock in and out and complete the necessary forms for edit punches and absences.

Any disagreements with the official time detail records shall be reviewed with the employee's supervisor who shall recommend any changes to timekeeping data to the appropriate department head.