TIME CLOCK POLICY AND GUIDELINES

INTRODUCTION
Van Buren/Cass District Health Department (VBCDHD) uses an electronic time tracking system called Easy Clocking to capture and record all employee time records. Easy Clocking collects actual time entered by the employee using time clock, computer, cell phone app, or by the Accounting Department using the Easy Clocking software. The data is later transferred to the Quantum payroll system where the information is processed. Easy Clocking allows employees to accurately monitor and keep track of their time and enables the organization to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the organization.

OFFICIAL TIME OF RECORD
The Easy Clocking electronic timekeeping system and associated work records will become the official basis for recording hours worked for all employees of the VBCDHD. Paid Time Off (PTO) will also be recorded in Easy Clocking. Any disputes over actual hours worked or attendance will be resolved by referring to the Easy Clocking records.

EMPLOYEE TIME REPORTS
The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payment for all employees. All FLSA provisions guide utilization of the time clock system at VBCDHD.

CLOCK LOCATIONS
Time clocks are located at each of the VBCDHD buildings (Dowagiac, Hartford, Mattawan). An employee should check with his/her supervisor regarding clock locations in each area. Every employee can use the time clock at each location.

USE OF TIME CLOCKS
Exempt (salaried) and non-exempt (hourly) employees must report time and attendance via the Easy Clocking system. The time card must be reviewed by the employee and approved by the supervisor each pay period. The Easy Clocking system tracks PTO for both exempt and non-exempt employees. All employees will need to report 40 hours for each work week. If an employee is missing hours and has PTO to use, an email must be sent to his/her supervisor so that an adjustment can be made to the time card. All PTO requests should be entered through Easy Clocking, using the My Benefit Time tab, if possible, and before the time off has occurred.

DAILY CLOCK IN/CLOCK OUT REQUIREMENTS
It is a job requirement that all employees must ‘clock in’ and ‘clock out’ at the start of their shift, for lunch breaks, and at the end of their shift.

All employees leaving for personal reasons during the day must clock out when leaving and back in upon returning.
Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Supervisors are responsible for ensuring that the work and PTO time reported accurately reflects each employee’s activity for each pay period and validate this by approving the employee’s time card. Intentional errors in reporting hours worked can result in serious consequences to the individuals involved.

**ROUNDING HOURS WORKED**
The FLSA allows an employer to round employee time to the nearest quarter hour. Easy Clocking punches will be rounded according to a seven-minute grace period with a fifteen-minute round. Use the following guide when determining the round:

- 7:53am to 8:07am = 8:00am
- 8:08am to 8:22am = 8:15am
- 8:23am to 8:37am = 8:30am
- 8:38am to 8:52am = 8:45am

Employees are expected to clock in and out at their regularly scheduled times, as close to the beginning and end of their shift as possible. Employees should punch in no sooner than seven (7) minutes prior to the beginning of their shift and punch out no later than seven (7) minutes after their shift ends. Employees who continually punch in late or punch out early are subject to disciplinary action.

**MISSED PUNCHES AND ADJUSTMENTS**
An employee who misses a punch should notify his/her supervisor via email of any edits that need to be made to the timecard.

Under certain conditions, such as a training course at an off-site location, when an employee cannot clock in at their worksite, the employee should report times worked to their supervisor via email so their times can be manually entered.

**MULTIPLE JOB CODES**
If an employee is paid from multiple funding sources or has more than one position within the organization, they will be assigned a separate job code for each position. It is the responsibility of the employee to ensure that they are clocking in on the correct code at all times.

Failure to clock in and out or transfer correctly on multiple job codes may result in corrective action. If the employee is unsure which job code to use, he/she should contact their supervisor or the Accounting office for clarification.

Employees who have clocked in or transferred incorrectly using the wrong job code will need to notify their supervisor by email prior to the close of the pay period so their time can be corrected.

**LUNCHES**
The lunch period is considered unpaid time and employees must clock in and out.
BREAKS
The FLSA does not require breaks or meal periods be given to workers. Employees are allowed paid breaks during their shift as defined by their work schedule and their supervisor.

UNREPORTED HOURS
The FLSA does not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours must be reported using the Easy Clocking electronic timekeeping system. Any time spent working while not clocked in (‘working off the clock’) is strictly prohibited. Employees are required to clock in before performing any work and are not permitted to clock out until all work has stopped. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination.

Examples of ‘working off the clock’ may include:
- Forgetting to clock in or out
- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Checking/reading/reviewing work-related emails or listening to work-related voice mails while away from the office or workplace.
- Answering phones, emails, or attending to patients or clients while clocked out for a lunch break.

Once an employee has clocked in, he/she is responsible for starting work. When a shift has been completed, it is the employee’s responsibility to clock out. Employees conducting personal business or simply not working while clocked in may be considered ‘riding the clock’ and could be subject to corrective action up to and including termination.

EXEMPT AND NON-EXEMPT EMPLOYEES AND OVERTIME PAY
‘Exempt’ refers to employees who are exempt from Federal and State laws regarding payment of overtime and are paid a pre-determined salary, not an hourly rate. Exempt employees who work less than 40 hours in a work week are required to substitute PTO to make up the difference. Exempt employees will be docked, in full day increments, if there is no PTO to utilize.

‘Non-exempt’ refers to employees who are eligible to receive overtime for hours worked in excess of 40 hours per week. All overtime must be pre-approved by the department supervisor before working overtime.

An employee may not accumulate overtime by arriving early or leaving late unless specifically pre-authorized by his/her supervisor. If a non-exempt employee has accumulated unapproved hours beyond his/her work schedule in the course of a week, he/she may be required to leave work early. Disciplinary action will occur for reoccurrence of non-compliance with this policy.

Non-exempt employees are expected to record 40 hours in a work week, between actual hours and PTO. They will automatically be docked for less than 40 hours in a week. Each week should be reviewed separately by selecting a range of dates in the time period box. An employee
should refer to the Accounting department if help with the Easy Clocking system is needed. An employee is only allowed to use enough PTO to make a full paycheck.

TIME OFF REQUESTS AND PTO
PTO must be requested in Easy Clocking before the time is actually taken. If an employee was unable to request the time off in advance, the employee must email their supervisor to inform them of what PTO was taken.

The Easy Clocking system will accrue PTO for all employees. The hours will be accurate and accessible in the Easy Clocking system. Employees are not paid for PTO taken in excess of the available balance. PTO does not count towards hours worked for computing overtime.

HOLIDAYS
Holiday pay will automatically be given to eligible employees in the Easy Clocking system.

CLOCK OR SYSTEM PROBLEMS
Clocks will continue to collect data during power outages, network, clock or system malfunctions. Employees should continue to make all necessary punches.

DISCIPLINARY ACTION
An employee may be subject to disciplinary action up to, and including, termination for the following:

- Any attempt to tamper with the timekeeping hardware or software
- Interfering with another employee’s use of time clocks
- Falsifying another employee’s clocking transactions
- Failure to use the Easy Clocking system properly
- Failure to promptly verify and reconcile time and PTO records
- Falsification of hours actually worked
- Excessive missed punches without a valid (specific) reason
- Excessive early or late punches
- Excessive unauthorized overtime