

POLICY AND PROCEDURE MEMO

ELECTRONIC TIME AND ATTENDANCE POLICY NO. 1.017 DATE: 3/12/2018

CITY MANAGER

I. <u>STATEMENT</u>

SUBJECT:

It is the goal of the City to stream line the timekeeping and payroll process, as well as ensure consistency of treatment for employees. The purpose of this policy is to outline the timekeeping policies of the City of Rochester. As an employer, the City is required to keep a true and accurate record of hours worked by each non-exempt employee to calculate employee pay and benefits. Supervisors & managers must follow these policies to ensure compliance with federal and state laws, regulations, collective bargaining agreements and RSA 279:27.

II. <u>SCOPE</u>

This policy applies to all non-exempt/ hourly compensated employees of the City of Rochester.

III. **DEFINITIONS**

Exempt Employees: Exempt employees are exempt from the provisions of the Fair Labor Standards Act (FLSA).

Non-Exempt Employees: Non-exempt employees are not exempt from FLSA standards. Under the FLSA, these employees must be paid for travel time, on-call time and overtime. Non-exempt employees may also be referred to as "hourly" employees.

Hours Worked: Hours worked include scheduled hours worked and, for all non-exempt employees, overtime hours and compensable travel and on-call time (refer to the applicable collective bargaining agreement or non-union handbook for definitions and eligibility).

Paid time off: Paid time off refers to the specific type of paid time off provided by City employees in accordance with the applicable collective bargaining agreement or non-union handbook.

Meal Periods: Bona fide meal periods (30 minutes or more) are not compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties while eating.

Rest Periods: Rest period of 15-20 minutes are paid for as working time.



SUBJECT:

POLICY AND PROCEDURE MEMO

ELECTRONIC TIME AND ATTENDANCE POLICY

NO.	1.017
DATE:	3/12/2018
Delw. Frank	

CITY MANAGER

Clock in, Punch in and Swipe in (or out) all denote the same meaning. They all refer to the action whereby an employee utilizes the electronic time and attendance software system and associated hardware to record their commencement or termination time from compensable work. This function may also be referred to as a "punch."

Travel Time: Time spent by an employee in travel as part of his/her principal activity, such as travel from jobsite to jobsite or to attend trainings, conferences or meetings during the workday, must be considered as hours worked. An employee who travels from home before the regular workday and returns home at the end of the workday is engaged in ordinary home-to-work travel. This is not considered hours worked. <u>See Regulations 29</u> <u>CFR 785.33</u>.

Time Collection Device – Employees will be required to punch using one of several devices that may include a computer web portal, electronic timeclock, smartphone app or other input device.

IV. <u>RESPONSIBILITY</u>

It is the responsibility of all managers and supervisors to assure compliance with Federal, State and local wage and hour regulations and recording of all hours worked. It is the responsibility of the employee to accurately record hours worked utilizing the electronic time and attendance system.

Auditing – The Human Resources Department may audit employee time & attendance data at any time to assure compliance with these policies and any other applicable federal, state, local and collective bargaining requirements.

V. <u>PROCEDURE</u>

- 1. **Recorded Time (punch in/out)** Non-exempt hourly employees are required to accurately record time worked at the beginning and end of each shift and at the beginning and end of all meal periods. An employee who neglects to punch in or out for their shift or other required punch is required to document and sign off on each missed punch on the Time Exception/Correction Form (copy attached).
- 2. **Approved & Certified Time** It is the responsibility of each employee to not allow others to punch in or out on their behalf. The employees electronic punch becomes the certified record of their time worked.
- 3. Verify Payment of Wages It is the responsibility of each employee to verify the hours recorded on his/her paycheck stub and to report any inaccuracy



POLICY AND PROCEDURE MEMO

ELECTRONIC TIME AND ATTENDANCE POLICY NO. 1.017 DATE: 3/12/2018

CITY MANAGER

immediately to their supervisor who must in turn notify the department timekeeping editor. If an adjustment to a previous pay period needs to be done, the Time Exception/Correction Form (copy attached) must be completed and signed off by the employee's supervisor and the employee prior to being submitted to payroll for processing.

Recording Time Rule

SUBJECT:

Employees can CLOCK IN up to 5 minutes before their work period begins or CLOCK OUT up to 5 minutes after their work period ends and the ETAS will round up or down to their established start or end time.

ETAS will automatically deduct any time employees are late in minutes. Employees are allowed a cumulative 7 minutes per week before the ETAS will dock pay.

It is recognized upon limited occasions that some employees responding to emergencies may not have the capability to CLOCK IN using approved devices within the time allotted here. In these situations, times will be estimated based on utilizing other means and must be approved by department management. In these cases, pay will not be docked.

Inclusion of this Rule does not prohibit supervisors from initiating disciplinary actions for employees that punch in after their established start time or before the end of the employee's work day.

VI. <u>ENFORCEMENT</u>

It is the responsibility of all managers and supervisors to train employees in the use of the electronic time and attendance system. It is each employee's responsibility to learn how to use the electronic time & attendance system and use it appropriately. Disciplinary action, up to and including termination of employment can occur for the following events:

- Clocking in and out for another employee
- Failing to clock in and/or out
- Incorrectly reporting time worked
- Altering, falsifying or tampering with time records