



NO. 1.017
DATE: 3/12/2018

CITY MANAGER

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POLICY AND PROCEDURE MEMO

SUBJECT: ELECTRONIC TIME AND ATTENDANCE
POLICY

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D. W. Fritzsche

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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. [See Regulations 29 CFR 785.33.](#)

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. RESPONSIBILITY

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. PROCEDURE

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



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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

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. ENFORCEMENT

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