BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

20.	**TIMECLOCK GUIDELINES**

20-1. Official Time

The Kronos Time and Labor Management system is the official basis for recording hours worked by employees of Box Elder County. Absence records (e.g. vacation, sick days) will also be recorded in Kronos by a time off request submitted by the employee, a manual entry made by the Elected Official/Department Head or a department official designated by the Elected Official or Department Head.

In order to ensure consistency of treatment for employees, the data records in the Kronos 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 Kronos records.

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 the employee enters ID number and scans his/her card or logs in on a computer/device and transfers the information to the Kronos timekeeping database.

20-2. Daily Clock-in/Clock-out

It is a job requirement that ALL non-exempt employees MUST "clock in" at the beginning of their shift 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 designated administrative personnel). Other requirements include:

- Clocking in shall occur at the beginning of the shift, <u>no earlier than 5 minutes</u> before the employee is scheduled to begin work. The workday begins for all employees with the first act of work. (For Public Safety Law Enforcement employees, the workday begins when you sign on as "on duty" with dispatch. The employee should clock in at the same time on the computer as they communicate with dispatch.)

- Employees clocking in more than 8 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. 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 (unless permission has been granted by the supervisor).

- Each employee is entitled to a half hour or an hour lunch break toward the middle of his/her workday as assigned by the supervisor. Employees must clock out for lunch and clock in upon returning. All employees who are assigned meal breaks must take their meal breaks.

- Clocking in and out shall occur only on devices that have been approved by the employee's supervisor.

20-3. Falsification or Tampering

- Any attempt to tamper with timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination of employment.

- Clocking in or out for another employee (also known as "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, with the assistance of the Human Resource Office, develop an appropriate response.

20-4. 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 the immediate supervisor. If the supervisor is unavailable, the employee may call the Elected Official/Department Head (if different than the immediate supervisor) or the Human Resource Office. In this situation, the Administrative personnel will "manually" clock the employee in or out.

20-5. Overtime

Overtime must always be authorized in advance by a supervisor and documented. No overtime will be credited if an employee clocks out later than his/her 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 the Kronos time clocks. For example, if an employee leaves work 15 minutes early, that time will be subtracted from the total time accumulated toward overtime.

- For Public Employees, approved overtime is earned on a weekly basis and is only earned after 40 hours of <u>actual work hours</u> have been accumulated within a given week. Public Safety employees are on a two-week cycle allowing overtime earned after 86 hours worked. This is in accordance with the Fair Labor Standards Policy.

- Approved overtime is paid as compensatory time earned for public employees at 1.5 times per hour after 40 hours have been worked. According to Policy 9-3, *"It shall be the regular practice of the County to pay overtime in the pay period in which it is earned. However, an employee may be allowed to accumulate up to a maximum of 40 hours compensatory time. When an employee has an accumulation of 40 hours of comp time, the supervisor shall make every effort to have the employee work a flexible schedule and require the employee to utilize comp time at the supervisor's discretion, normally within 60 days of accrual."*

- Approved overtime is paid as 1.5 times the employee's base hourly rate after 86 hours for Public Safety employees.

Each non-exempt employee is responsible for clocking in and out according to the Box Elder County timekeeping policy. Time detail is based on the Kronos records and it is each employee's responsibility to clock in and out and make sure their timecard is complete each pay period.

Any disagreements with the official time detail records shall be reviewed with the employee's supervisor who shall recommend any changes. <u>It is the employee's responsibility to ensure his/her hours are correct.</u>

20-6. **Exempt Employees**

Department Heads and other exempt employees must submit hours for vacation or sick leave use to the Human Resources Office via email by 9:00 a.m. on the Monday that payroll is processed.

20-7. **Timekeeping through Electronic Devices**

- Electronic time clocks or any other electronic devices are not complete solutions to the intricacies of employee time/leave keeping.

- Usage of time keeping devices does not relieve or lessen Elected Officials/Department Heads and managers' responsibilities for ensuring and directing time and leave keeping compliance.

- Strict enforcement of departmental time/leave keeping policies and procedures is mandated while using electronic time keeping devices.

- Employees must closely follow procedures to always "punch in" and "punch out" for applicable activity (e.g., workday start times, unpaid meal breaks, pre-approved business during work hours when return to work is expected, workday end times, etc).

- **Employees who demonstrate patterns of mispunching their workday activities (or missing punches) may be disciplined.**

- The Department's governing "rounding" policy for electronic time keeping devices is rounding to the quarter hour – from one minute to 7 minutes in the quarter hour employees' work time will be rounded down to the nearest quarter hour; from 8 to 15 minutes in the quarter hour employees' time is rounded up to the nearest quarter hour. Employees who demonstrate a pattern of clocking in up to 7 minutes late each day may be disciplined for being late for work.

20-8. **Approving Employee Time**

Elected Officials/Department Heads or a department official designated by the Elected Official or Department Head shall approve time **each** pay period. Employees cannot be paid until time is approved by the Elected Official/Department Head or the designated department official. On the Monday that payroll is processed, all employee time must be approved by 9:00 a.m.