

POLICY NAME TIMEKEEPING

POLICY NUMBER 2.3.6

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/10/18

ACCEPT (Y/N): Y

Federal and State regulations require all employers to record time worked for all non-exempt employees.

The MIC requires all employees who are not specifically exempt from using the time clock to accurately record their work time using the MaxGalaxy timekeeping system on a daily basis. This platform provides an efficient process of reporting and storing timekeeping records and integrates with the payroll system for the accurate payment of hourly wages and overtime payments.

It is the responsibility of each employee to clock in and out at the beginning and end of each scheduled workday and lunch period in order to be compensated accurately for the time worked. All employees leaving for personal reasons during the day must clock out when leaving and back in upon returning. Under certain conditions, such as a training course at a different location, the employee shall be clocked in/out manually by the Personnel Administrator.

Employees should not clock in more than five minutes before the beginning of their shift or clock out more than five minutes after the end of their shift unless their supervisor has given authorization. Regular punctuality is expected of all employees. Repeated tardiness may lead to disciplinary action (see Policy 2.3.8, Tardiness and Absenteeism).

No employee is allowed to clock in for another employee. Violators are subject to immediate dismissal.

If an employee forgets, or is unable to punch in or out at the appropriate time, they must notify the Personnel Administrator via email or by utilizing the "edit time" button on the MaxGalaxy time clock screen. Notification should include the correct time for punch in/out and the reason for the discrepancy.

Exempt employees must document their work hours on a manual time sheet. Time sheets for exempt employees must be approved in writing by the employee's immediate supervisor. Approval consists of the supervisor initialing the employee's daily entries on the time sheet prior to turning the time sheet in to the SFM at the end of the pay period.

All employees have the responsibility for accurate and timely entry and submission of all time worked (including overtime and paid/unpaid time off) using the appropriate means. Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination.