Timekeeping and Time Clock Policy

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1. Purpose

The purpose of this policy is to ensure the accurate recording of hours worked by City employees and to comply with applicable federal and state wage and hour laws.

Accurate timekeeping is essential for payroll processing, budgeting, and public accountability.

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2. Applicability

This policy applies to all part-time and temporary employees of the City of Laingsburg**,** unless otherwise governed by law or written agreement.

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3. Timekeeping System

Employees are required to use the **designated City timekeeping system** to record all hours worked.

- Manual timesheets may only be used when the electronic system is unavailable
- Any manual time entry must be reviewed and approved by the employee's **Department Head and employee must fill out the required Time Clock Missed/Adjustment form**

Employees are responsible for ensuring that their time is recorded accurately and completely.

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4. Clocking In and Out

Employees must record time worked as follows:

- Clock in **no more than five (5) minutes** before their scheduled start time
- Clock out **immediately at the end** of their scheduled shift

Employees may not perform work "off the clock."

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5. Lunch and Break Periods

- Employees must take assigned lunch and rest periods in accordance with applicable law and City policy

- Luch period is 30 minutes (unpaid) and will automatically be deducted from the time sheet, unless work time is less than 5 hours
- Paid rest breaks do not require clocking in or out unless directed by the Department Head

Employees must return from lunch and breaks on time.

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6. Overtime

- All overtime must be **approved in advance by the Department Head**
- Overtime must be recorded accurately
- Compensation for overtime will be provided in accordance with applicable federal and state law

Unauthorized overtime may result in corrective action, even if the time worked must still be compensated as required by law.

7. Corrections, Missed Punches and Corrective Action

If an employee forgets to clock in or out, or identifies an error in their time record:

- The employee must notify their Department Head as soon as possible
- The employee must fill out the required Time Clock Missed/Adjustment Form
- The Department Head will review and approve corrections
- All actual hours worked must be accurately recorded and compensated

Missed punches will be tracked on a rolling ninety (90) day period for purposes of corrective action.

The following corrective action will apply:

- **First missed punch:** The employee will receive a verbal reminder regarding the City's timekeeping requirements. The missed punch will be documented by the Department Head.
- **Second missed punch within 90 days:** The employee will receive a second documented reminder that additional missed punches will result in formal corrective action.
- **Third missed punch within 90 days:** The employee will receive a written warning.

- **Fourth missed punch within 90 days:** The employee will be subject to additional progressive disciplinary action in accordance with applicable City personnel policies.
- **Additional missed punches:** Continued failure to properly record time may result in further disciplinary action, up to and including termination, consistent with applicable City policies and law.

A missed punch will not count toward corrective action when the Department Head determines that it resulted from a malfunction of the City's timekeeping system or another circumstance outside of the employee's reasonable control.

The Department Head shall document missed punches and corrective action to ensure consistent application of this policy.

Nothing in this section permits an employee to work off the clock or permits the City to withhold compensation for time actually worked.

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8. Accuracy and Responsibility

Employees are responsible for:

- Accurately recording their own time
- Reviewing time records for accuracy
- Reporting errors promptly

Department Heads are responsible for:

- Reviewing and approving time records
- Ensuring compliance with this policy
- Documenting missed punches and timekeeping violations
- Administering corrective action consistently in accordance with Section 7 of this policy

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9. Prohibited Conduct

The following actions are prohibited and considered serious misconduct:

- Falsifying or altering time records

- Recording time not actually worked
- “Buddy punching” or clocking in/out for another employee
- Tampering with the timekeeping system

Violations may result in disciplinary action, up to and including termination of employment.

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10. Questions and Clarification

Employees with questions regarding this policy or timekeeping procedures should contact their **Department Head**.

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11. Acknowledgment

Employees are required to acknowledge receipt and understanding of this policy.

Employee Signature: _____

Date: _____