

# COPPIN STATE UNIVERSITY



## Time Clock Guidelines and Policy for Facilities Department

### Overview

Each employee is required to have a record of hours worked. The Facilities Department will use a time clock to record hours worked for its non-exempt employees. This record will serve as the official time record for employee compensation. This policy establishes a time clock reporting requirement and defines daily clock-in and clock-out procedures for non-exempt employees of the Facilities Department.

### Policy

Non-exempt employees of the Facilities Department are required to clock-in and out daily using the time clock at a designated location unless otherwise specified by their supervisor. Failure to clock in and out may result in disciplinary action up to and including termination.

### Procedures

The following guidelines and procedures should be followed when clocking-in and out.

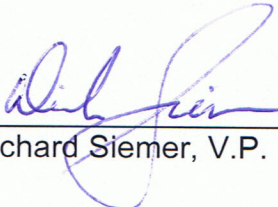
1. Each employee shall have a designated location to clock-in and out each day. This location will be defined by the Director or Associate Director of the department.
2. The employee's immediate supervisor is responsible for communicating the designated location. The employee is responsible for reporting to the designated location unless otherwise specified by the supervisor.
3. Employees are required to use a time clock daily at the start and end of each shift to record the actual time to be paid.
4. Employees are required to clock-in and out at the start and end of a break period.
5. No employee may clock-in more than five (5) minutes prior to, or five (5) minutes after, the start of their shift. Employees may not clock out more than five (5) minutes prior to, or five (5) minutes following the end of their work time. An employee must immediately notify their supervisor in person if the previously-referenced period of time is missed.

6. Employees must clock-in prior to the start of their work shift and be ready to begin work at the starting time of the shift.
7. Employees who leave during the middle of their shift for approved leave and then return to work must clock-out when they leave and then clock-in again when they return to work.
8. Clock-ins and outs that occur after the assigned start time or prior to the end time of a shift will result in time being docked by 15-minute increments. Supervisors may occasionally allow up to a five-minute grace period when an employee has been unavoidably detained or must leave early. However, a pattern of late clock-ins in or early clock-outs will be docked as stated above and subject the employee to disciplinary procedures. A pattern is defined as more than three early or late clock-ins/outs (more than five minutes) in a 30-day period at the start or end of the work shift or break.
9. To create a time record for each employee, fingerprint or other acceptable time clock technologies will be used to ensure accurate time records.
10. Employees must clock in and out for themselves only. Employees are prohibited from clocking in or out for other employees.
11. Employees must clock-in or out appropriately. If an employee fails to clock-in or out, he or she must notify the supervisor.
12. Only the employee's immediate supervisor or manager may alter any information in the time keeping system.
13. The immediate supervisor or manager must authorize any overtime prior to working the overtime. Employees must clock-in and out when working overtime hours. Pay will only reflect hours recorded in the time keeping system.
14. Time clock malfunctions must be reported immediately to the Facilities Management Main Office at extension 1234.
15. Violations of this policy may result in disciplinary actions, including oral or written warnings, suspension without pay and/or termination.

**REFERENCE:**

Fair Labor Standards Act, <http://www.dol.gov/whd/flsa/index.htm>

Signature: \_\_\_\_\_

  
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