ADMINISTRATIVE GUIDELINES FOR
552. TIME CLOCK

I. INTRODUCTION

The Downingtown Area School District (District) utilizes an electronic time tracking system. The electronic time tracking system will enable employees to more accurately keep track of their time. It will also allow the District to more efficiently process time worked and leaves taken for payroll purposes. In order for the system to work to its fullest potential, all non-exempt employees must follow the guidelines outlined below. These guidelines are Time Clock specific. Hours, pay, compensation, and scheduling are outlined in an employee agreement. Please refer to the specific agreement for your position.

II. OFFICIAL TIME OF RECORD

The electronic timekeeping system and associated work records will become the official basis for recording hours worked for non-exempt employees of the District. In order to ensure consistency of treatment of non-exempt employees, the data recorded in the electronic system shall be considered the “official” record of the workday. Any disputes over actual hours worked or leaves will be resolved by contacting the supervisor and referring to the electronic record.

III. EMPLOYEE TIME REPORTS

The Fair Labor Standards Act (FLSA) requires that employers keep certain records for employees. This includes detailed records on time and compensation. An electronic timekeeping system is used to record all hours worked and leave taken during the reporting period for non-exempt personnel.

The automated time reports must reflect all regular and extra duty hours worked for a pay period (including personal leave, holidays, vacation, sick, etc). Adjustments to hours and leaves must be posted bi-weekly by the electronic system to avoid errors or omissions.

IV. DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that all non-exempt employees must “clock in” at the beginning of their workday and “clock out” at the end of the workday at the worksite. Under certain conditions (such as training at an offsite location, extracurricular events, etc.), the employee should report time worked to their supervisor so that the time worked can be manually entered.

Other requirements and guidelines include:
Employees are expected to clock in and clock out at their scheduled times.

Clock in/out times will be rounded to the nearest quarter hour.

It is prohibited to abuse or take advantage of the time clock rounding system (e.g., clocking in at 8:07 a.m. knowing the clock will round back to 8:00 a.m. or clocking out at 3:53 p.m. knowing the clock will round forward to 4:00 p.m.).

V. FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING

Due to the severity of the infractions below, there will be immediate discipline enforced up to and including termination for the following:

- Any attempt to tamper with the timekeeping hardware or software.
- Punching in for an absent or late employee (a/k/a “buddy punching”) or sharing log-in information.
- Anyone interfering with the electronic system.
- Unauthorized viewing of another employee’s time in the system.

The supervisor and the Human Resources Office will view the specific details of such an infraction (including, but not limited to, the above infractions) and will develop an appropriate response.

VI. CLOCK PROBLEMS

If an employee is unable to punch in or out because of a time clock malfunction or accidental oversight, it is the employee’s responsibility to immediately inform their supervisor. In this situation, the employee’s supervisor will “manually” clock the employee in or out. The supervisor will then notify the Payroll Office of any clock problems.

VII. FLEX TIME

Employees are required to work their scheduled hours per week (For full-time employees: 7 hrs per day/35 weekly or 8 hrs per day/40 weekly). Flex Time Example: Working longer one day to make up time missed on another day in the same workweek. Changes in schedule must be pre-approved by the supervisor.
VIII. LUNCHES

All non-exempt employees will not be required to swipe in and out for lunch. If permission is granted to work through lunch, the supervisor will be required to change the time worked manually in the system.

IX. UNREPORTED HOURS

Employees that under report or fail to report hours worked may be subject to disciplinary action.

Once an employee is clocked in, he/she is responsible for starting work. Personal matters or simply not working while clocked in is considered “riding the clock” and could be grounds for disciplinary action.

X. PROCESSING ELECTRONIC TIME REPORTS

The Payroll Office will close the workweek in the electronic timekeeping system according to a preset schedule to ensure that time adjustments and leaves taken are properly recorded. Therefore, it is imperative that all supervisors resolve all missed punches, leaves taken, etc. by the preset schedule.

All hours need to be submitted to the Payroll Office by the due date according to the data disclosed in the payroll schedule. To ensure accuracy, supervisors shall provide non-exempt employees the opportunity to review their electronic timesheet before the payroll due date.

XI. DISPUTES OVER TIME CLOCK IN OR OUT

The dispute will be properly documented by the supervisor, signed by both parties, and submitted to the Payroll Office for filing in the employee’s payroll file. If the employee refuses to sign the documentation, the supervisor should note this accordingly in the paperwork and submit it to the Payroll Office.

XII. OVERTIME

Overtime must always be authorized in advance by a supervisor.

Before authorizing overtime, the supervisor is responsible for verifying the funds are budgeted and available.

Overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the electronic system (straight time or at time-and-a-half based on workable hours in the week).
XIII. LOST OR MISPLACED TIME CARD (I.D. BADGE)

The electronic time devices located in District buildings are “proximity”-based, meaning your I.D. badge can be used to clock in and out as well as give access to District building entrances. The employee may clock in or out using either their proximity card or card number along with their biometric fingerprint. If you lose or misplace your I.D. badge, a $5.00 fee will be charged for a replacement I.D. badge. Lost cards are to be immediately reported to the supervisor and Human Resources.

XIV. TRAINING

Training for processing timekeeping reports is provided on an “as needed” basis. Requests for training may be directed to the Payroll Office.

XV. EDIT HOUR REPORT

The Payroll Office and/or Administrator may run edit hour reports on a regular basis and review for any irregularities or patterns. All irregularities and/or patterns will be reviewed with the supervisor, and all findings shall be reported to Human Resources and investigated accordingly.

XVI. ABSENCES FROM DUTY

The electronic timekeeping system does not remove the need for the employee to complete an on-line pre-approval request when away from the District. All pre-approval requests should be submitted electronically to the supervisor so that any leave (business or personal) may be verified. Exceptions may be considered for emergency situations.

XVII. ADDING OR REMOVING EMPLOYEES FROM SYSTEM

The Human Resources Department will submit employee information to the Payroll Office when an employee has been recommended for hire, had a change in employment status, resigned, terminated, etc. If an employee is unable to clock in on their first day of employment, please contact the Payroll Office immediately and proper action will be taken to resolve the issue.

XVIII. BONA FIDE VOLUNTEERS

Bona fide volunteers are generally described as individuals who perform hours of service (i.e. committee meetings or special events) without promise, expectation, or receipt of compensation for services rendered. If these conditions are met, the individual will not be subject to the FLSA.
XIX. QUESTIONS

Please communicate any questions you may have to your supervisor prior to contacting the Payroll Office.

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