

CHAPTER 8: TIME CLOCK PROCEDURES

8-1. Purpose

The Village of Royal Palm Beach has a time keeping system which utilizes a combination of an identification card issued through the Human Resource Department and hand identification to identify employees and accurately record time. I.D. cards are also used as a means for security to get in and out of buildings and restricted areas.

8-2. Use of Equipment

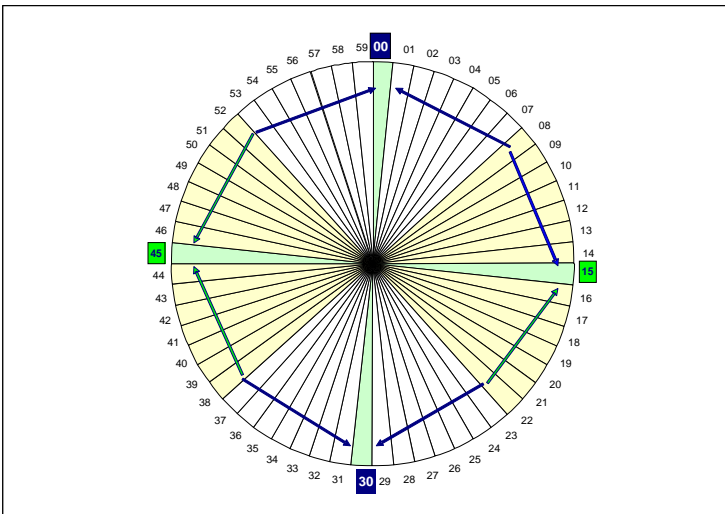
- A. Every non-exempt employee is required to punch in at the start of their shift, and punch out at the conclusion of their work shift.
- B. Employees are to punch in and out at the time clock that has been designated for their department.
- C. No employee shall attempt to punch in or out for another employee.
- D. Tampering with, abuse or misuse of time clocks can result in disciplinary action up to and including termination
- E. If equipment is not functioning correctly, the employee should notify his/her supervisor immediately.
- F. Employees are prohibited from giving any person, including another employee, use of their identification cards to access a building or restricted area or for any other purpose.
- G. Employees are to wear their identification badge in open view at all times unless it poses a safety hazard. In such cases, I.D. badges are to be secured and worn when the safety hazard is no longer present.

8-3. Grace Periods

- A. Employees are expected to punch in no more than 7 minutes before the start of their shift nor later than 7 minutes after the start of their shift. Employees punching in more than 7 minutes after the start of their shift will be considered to be tardy, and may be subject to disciplinary action.
- B. No employee shall clock in more than 7 minutes prior to the start of their shift without the prior authorization of his/her immediate supervisor. Employees doing so may be subject to disciplinary action.
- C. No employee shall clock out more than 7 minutes after the end of their shift without the prior authorization of his/her immediate supervisor. Employees doing so may be subject to disciplinary action.

8-4. Work Time Rounding

Time clock punches will be rounded to the nearest quarter hour as indicated by the following diagram:



- 7 minutes before or after the hour will round to the hour
- 7 minutes before or after the quarter hour will round to the quarter hour
- 7 minutes before or after the half hour will round to the half hour
- 7 minutes before or after the three quarter hour will round to the three quarter hour.

8-5. Break Time

- A. No employee will be required to punch in or out for their paid breaks throughout the day.
- B. Non-exempt employees are required to punch in and out for their unpaid meal break unless an exception has been approved by the Department Head.

8-6. Missed Punches/Lost I.D. Cards

- A. All employees will receive an initial Identification card issued through the Human Resource Office. All employees must have their photo taken for the I.D. Card. All non-exempt employees must have the dimensions of their hand measured for the time keeping system.
- B. All employees will receive one replacement card due to theft or loss. If a card is worn out from normal wear and tear, the card needs to be presented to the HR Dept, and a replacement will be issued. Employees will be charged \$5.00 to replace badges, other than due to wear and tear.
- C. Employees are required to punch in and out. Should an employee miss a punch, they are to notify their supervisor immediately. If an employee does not punch for any reason, it may lead to disciplinary action.

8-7. Adjusting Punch Times:

Under normal circumstances, no manager or supervisor should be changing or editing employee punch times. If a punch must be changed for an unusual circumstance, the “Notes” section of gatekeeper must be filled out to explain the reason why, and the “Edited Times Report” must be run. The Supervisor and the employee must initial their names next to the edited punch time and the report is then forwarded to the Human Resource department for scanning.

8-8. Requesting Time:

- A. Employees requesting time off must utilize the “Work Time” program to enter an electronic request for time off. The request will be routed to the appropriate levels of management for approval. Once a request has been either approved or denied, the employee will be notified in their “Work Time” account.
- B. Employees who have been asked to work extra time or who would like to request extra time to work, can put in a request for “OT-Extra Time” in the “Work Time” program. Requests will be electronically approved or denied. The employee will get the notification in their “Work Time” account.