

### **Sec. 3.07 TIMEKEEPING**

The following procedures and guidelines have been created to ensure accurate record keeping within the City of Crete. The Fair Labor Standards Act (FLSA) and Nebraska state law require the City to keep accurate time records for employees.

#### **ELECTRONIC TIMEKEEPING SYSTEM**

All employees are required to use the electronic timekeeping system to record hours worked or days present, to track paid leave used, and to request vacation, sick, comp, or other types of leave. All employees and supervisors are required to take training on the electronic timekeeping system and to be familiar with the City's policies on timekeeping and attendance. Employees are responsible for verifying the accuracy of the hours worked on their time and attendance report for the applicable pay period, and each supervisor is responsible for making sure accurate data is logged in the electronic timekeeping system and submitted to Human Resources. Any discrepancies between hours worked or leave taken should be reported to the employee's supervisor or Human Resources immediately.

#### **CLOCKING IN AND OUT**

All hourly employees are required to clock in at the start of their workday, clock in/out for lunch breaks, and clock out at the end of their workday. Employees are expected to clock in and out at their worksite and at their regularly scheduled times. Under certain conditions when an employee cannot clock in and out at their worksite (*i.e.*, for off-site training), the employee must report their time to their supervisor for manual entry. If an employee forgets to clock in or out, they must provide notice to their supervisor immediately.

Employees who repeatedly clock in/out early or late without supervisor approval will be subject to disciplinary action, up to and including termination. All overtime must be approved in advance by supervisors.

#### **PROHIBITED ACTIONS**

The following actions are prohibited and will be subject to disciplinary action. See the Section on Discipline and Appeal Procedure for more details on disciplinary actions.

- Employees using another employee's user ID/password to clock in or out for another employee.
- Clocking in or out, outside of work station/facility
- Any attempt to tamper with timekeeping software.
- Any time spent working while not

#### **clocked in. UNREPORTED HOURS**

All hours worked must be reported using the electronic timekeeping system. Employees must clock in before performing any work and are not permitted to clock out until all work has stopped. Any time spent working while not clocked in is strictly prohibited. Employees that under report or fail to report hours worked will be subject to disciplinary action, up to and including termination. Examples of working off the clock may include:

- Forgetting to clock in or out
- Voluntarily continuing to work at the end of regular working hours

- Taking work home to complete on the weekend or in the evening
- Checking/reading/reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace
- Answering phones, emails, or attending to customers while clocked out for a lunch break

Once clocked in, employees are responsible for working on appropriate City-related tasks, and when the workday is complete, employees are responsible for clocking out. With the exception of breaks, employees conducting personal business or simply not working while clocked in may be considered “riding the clock” and may be subject to disciplinary action, up to and including termination.

#### END OF PAY PERIOD

Supervisors are required to submit time cards to Human Resources through the electronic timekeeping system by 10:00 AM on the day immediately following the last day of the pay period, unless a holiday falls on Monday, then the deadline will be Tuesday by 10:00 AM. Employees’ time cards that are not submitted by 12:00 PM on the day immediately following the last day of the pay period as noted above, will not be processed until the next pay period. Exceptions and changes must be fixed prior to approving the time card to Human Resources or they will not be made. It is highly recommended that supervisors check their employees’ leave requests and time entries weekly, if not daily, to avoid errors at the end of a pay period.