

5-10 Timekeeping Policy

Effective Date: May 26, 2010

This policy has been established to ensure compliance with federal and/or state department of labor regulations; along with fairness and consistency throughout the agency.

The U.S. Department of Labor's Fair Labor Standards Act requires ALL non exempt employees be paid for ALL hours worked. This includes scheduled hours and permitted hours as well. Also, employers are required to keep records on hours and other items which are generally maintained as an ordinary business practice. Accordingly, our payroll records; which includes timecards MUST accurately reflect the hours worked for ALL employees.

It is the Lake County Health Department and Community Health Center's policy to accurately record all hours worked and paid to employees for benefit and compensation programs. Electronic timecards, paper timecards and time clock punches are considered to be the original source by which the payroll is prepared.

The Lake County's payroll calendar consists of 26 pay periods in a calendar year; with fourteen days in each pay period. Additionally the payroll consists of two different payroll calendars; one for hourly employees and one for salaried employees.

- The pay period for salaried employees starts on a Saturday and ends on a Friday
- The pay period for hourly employees starts on a Wednesday and ends on a Tuesday

I. MEAL BREAKS

The Illinois Department of Labor's One Day Rest in Seven Act requires that employers grant meal breaks to all employees working 7.5 hours or longer to be taken no later than 5 hours after the start of the each 7.5 hour or more shift.

Consequently, the Health Department requires that ALL staff take a meal break. Generally, meal breaks are NOT paid and should NOT be less than 30 minutes.

The One Day Rest in Seven Act provides an exception to this rule. Employees who monitor individuals with developmental disabilities or mental illness and are required to be on call during an entire 8 hour work period shall be allowed to eat a meal during the 8 hours period while continuing to monitor those individuals. This exception applies to our 24 hour programs. Employees who are required to remain at their site in order to continue to monitor such individuals during their meal period shall be paid for this meal period.

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II. AUTHORIZED WORK SCHEDULE

Employee schedules are developed and authorized by their supervisor, therefore employees should only work authorized hours and shifts. All overtime must be approved by the supervisor prior to the employee working the hours. Working unauthorized hours can lead to budget issues and will not be tolerated. Disciplinary measures will be taken for those who do not comply.

Examples of unauthorized hours include:

- Employees reporting to work on pre-approved scheduled off days without authorization from his/her supervisor.
- Employees starting work more than 7 minutes prior to the start of their authorized shift.
- Employees working more than 7 minutes after the end of their authorized shift.

III. TIMECARD TIME ENTRY

Employees are responsible for the accuracy of timecard entries for each pay period for payroll processing. Time is entered in one of the following ways.

- Self Service Time – electronic timecard
- Paper timecard – hand written timecard
- Time Clock – net clock (computer) or actual time clock

A. Self Service Time – electronic timecard

The Self Service Time is an electronic timecard that the employee accesses through BOSS (Oracle). The employee is responsible for submitting the completed self service timecard each pay period. The submitted timecard is sent to his/her supervisor's workflow list. The supervisor responds to the submitted timecard by selecting one of the following options:

Reject – if the entries on the timecard are not accurate, the supervisor should reject the submitted timecard adding a reason in the comment section.

Reassign – If the person listed as the supervisor is not the individual responsible for approving the submitted timecard the supervisor should reassign the submitted timecard sending it to the responsible individual.

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Approve – If the timecard entries and benefit leave time entered on the timecard are accurate, the supervisor should approve the submitted timecard.

B. Paper Timecard

The paper timecard is a hand written timecard completed by the employee. It is the employee's responsibility to submit a paper timecard for each pay period. The employee should sign the completed timecard before submitting it to his/her supervisor.

Reject – If the time entries and benefit time indicated on the paper timecard are not correct, the supervisor should NOT sign the paper timecard. Instead the timecard should be returned to the employee requesting the necessary adjustments.

Approve – If the time entries and benefit time indicated on the paper timecard are correct, the supervisor should sign the form and then enter the time in BOSS or submit to the appropriate person to enter into BOSS. The supervisor's signature verifies that the paper timecard has been completed correctly.

C. Time Clock

Time Clock employees are required to punch a time clock to record hours worked.

The Lake County Health Department and Community Health Center maintains standard and firm guidelines in the use of time clock procedures:

1. Employees should not clock-in more than seven (7) minutes before the start of his/her shift.
2. Employees should clock-out no later than seven (7) minutes after the shift has ended.
3. Employees should NOT leave earlier than the end of their shift without authorization from his/her supervisor. (i.e., if an employee's shift ends at 4:00 P.M.; the employee is NOT authorized to leave at 3:53 P.M.)

In order to record time, track attendance and make necessary wage adjustments in an accurate manner, the following will apply:

- Employees who clock-in after the start of their shift, but prior to seven (7) minutes, will be considered **tardy**, however, the pay shall be rounded to the original start-time.
- When employees clock-out later than seven (7) minutes after the end of their shift the hour will be rounded up to the quarter (.25) hour.
- Likewise, when employees clock-in or out more than 7 minutes after the quarter or half hour, the hour will be rounded up to the quarter or half hour.
- When employees clock in or out 7 minutes or less before the quarter or half hour, the hour will be rounded down to the quarter/half hour.

Examples:

- Employee clocks in at 9:07 a.m. - paid from 9:00 a.m.

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- Employee clocks in at 8:08 a.m. - paid from 8:15 a.m.
- Employee clocks in at 8:22 a.m. - paid from 8:15 a.m.
- Employee clocks in at 8:23 a.m. - paid from 8:30 a.m.
- Employee clocks in at 12:37 p.m. - paid from 12:30 p.m.
- Employee clocks in at 1:38 p.m. - paid from 1:45 p.m.

D. Missed Punches

To ensure that time is recorded properly, employees must clock in and out correctly. If the employee fails to clock in and/or out OR the employee mistakenly clocks in and in again instead of in and out, the punches will not be loaded onto the employee's timecard. Missed punches will be monitored.

IV. TIMECARD SUBMISSION AND APPROVAL PROCESS

After the end of each pay period, timecards are submitted to the employee's supervisor for approval. The approval process may vary depending on the time entry method. After the timecard has been submitted to the supervisor, the supervisor responds to the submitted timecard by either approving or rejecting it.

Managers and/or supervisors are responsible for ensuring that their employees' timecards are accurately completed within the proper timeline for each pay period. Failure to comply will result in disciplinary action.

Falsifying time card records during the time entry or approval process is in violation of agency policy and will result in disciplinary action up to and including termination and legal action where appropriate.

Approved timecards should be an accurate reflection of the time worked and leave time paid for each pay period. Time worked for hourly employees should be entered on timecards as 'In' and 'Out' punches on a daily basis. Time worked for salaried employees should be entered as flat hours in whole numbers and decimals, rather than fractions. Also, time worked and leave time must be calculated in quarter hour increments.

All employees must be made aware of all changes and/or corrections made to their original timecard entries; this includes both hourly and salaried staff using any time entry method. All changes to timecards that are in 'Approved' status for both hourly and salaried employees must be completed on the appropriate Health Payroll timecard correction form. The correction form should be completed by the employee and/or designee and submitted to Health Payroll within the designated timeline.

All timecards must be in 'Approved' status by 3:00 P.M. on Wednesday of timecard processing week. Health Payroll may request that timecards be approved by 10:00 A.M. on Tuesday of timecard processing week for payrolls that must be processed early due to a major holiday.

The punctuality of all staff is to be monitored through the review of time cards for each pay

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period. In all cases, the schedule must agree with the source document (time card). As outlined in the Attendance Monitoring policy 4.11 employees who are consistently tardy will NOT be permitted to use leave time to cover tardiness or make up time by working later. Additionally, employees who clock out or leave work prior to the end of their shift will be considered an early departure episode. See Attendance Monitoring policy 4.11 for more information.

The accuracy of the hours recorded on the time card is a shared responsibility of the employee and the individual's supervisor. Any mechanical error should be brought to the attention of the supervisor. In those instances where an employee forgets to clock-in/out, the immediate supervisor and/or designee must record the time for the day. **It shall be considered justifiable grounds for termination if any employee clocks-in/out another person's time card for any reason.**

V. REVIEW OF POLICY & RECOMMENDED CORRECTIVE ACTION

All supervisors shall review the Timekeeping policy with current employees as appropriate. Additionally, this policy will be reviewed with new employees upon hire and they will be required to sign an acknowledgement form to confirm their understanding of the policy. This policy will be posted on our employee website.

RECOMMENDED CORRECTIVE ACTION	
OCCURRENCE MONITORING	ACTION
Six (6) occurrences of unauthorized work hours, missed punches, early departures and any other violations of this policy within a 3-month period.	<ul style="list-style-type: none">• Documented verbal notification by Supervisor• Review of Timekeeping policy and provide appropriate assistance/guidance
Three (3) additional occurrences of unauthorized work hours, missed punches, early departures and any other violations of this policy within three (3) months from the date of the verbal warning.	<ul style="list-style-type: none">• Documented written warning by Supervisor• Coaching session with appropriate assistance and guidance provided
One (1) additional occurrence of unauthorized work hours, missed punches, early departures and any other violations of this policy within three (3) months from the date of the written warning.	<ul style="list-style-type: none">• One Day Suspension without pay
> Ten (10) occurrences of unauthorized work hours, missed punches, early departures and any other violations within the prior 12-month period.	<ul style="list-style-type: none">• Any Additional occurrences after return from suspension may result in the recommendation for termination.