4.03 CLOCK-IN/CLOCK-OUT

A. Departmental Discretion

In accordance with the laws pertaining to Recording Hours Worked, Departments may require all classified, non-exempt employees to clock-in to begin their work shift, and clock-out when they have completed their work day.

B. Established Start and End Times

Supervisors should establish regular start and end times for their employees. Employees who fail to follow the clock-in/clock-out procedure shall be subject to corrective action, as are supervisors who fail to enforce the clock-in/clock-out procedure. Furthermore, employees who do not clock out within the allotted time after their scheduled end time without prior authorization from their immediate supervisor shall be subject to corrective action.

Departments under the hiring authority of the Board may adjust the allotted time before clock-in and after clock-out to account for large numbers of employees delaying the process as they wait their respective turn to clock-in. In any case, this time cannot be more than fifteen (15) minutes.

C. Time Adjustments

Departments under the hiring authority of the Board may manually alter clock-in/clock-out times for employees who are required to start or end their workdays at a worksite or "work area" that is not their home department. Examples include maintenance personnel who may be required to perform snow removal duties or personnel responding to an emergency.

D. Lunch Break Clock-in/Clock-out

Departments under the hiring authority of the Board may require employees to clock-in/clock-out for their lunch breaks. Employees that are not required to clock-in/clock-out for their lunch breaks are expected to adhere to the predetermined lunch times they have agreed to with their immediate supervisor.