

SECTION 801.12

Use of the On-Line Time Clock (eTime).

The following regulations have been established to conform to the legal requirements set forth by the Wage and Hour Administration. These should be incorporated with any existing regulations established by various departments.

1. Reporting to Work using the on-line Time Clock.

No employee may clock in prior to 7 minutes before their work shift begins. Employees clocking in over 7 minutes late will be docked 1/4 hour, as explained below in computation of total hours worked. Supervisors must approve all on-line timecards where this rule is violated. If justified, the employee should be warned. If this practice is continued with repeated warnings producing no results, the supervisor should contact the Director of Human Resources to determine the course of action.

- a. Lunch Periods.** The employee may not be required to clock out and in at lunch. In such cases, the lunch time will be taken from total hours calculated, as the supervisor directs on the face of the time card.
- b. "Punching Out."** No employee will clock out before the end of the work shift, as this time will be taken from the total hours worked. In addition, all employees must clock out within 7 minutes after their work shift has ended. Any exceptions must be approved and initialed by the supervisor if the employee is to be compensated.

- c. Computing time Worked.** Total hours worked will be computed weekly and rounded to the nearest 1/10 hour, six minutes. For example, an employee having 22 minutes work time would receive .4 hours credit.

For employees whose shifts vary on a daily basis, the supervisor is requested to put the beginning hour of the shift by the appropriate time punch to facilitate computations by the Payroll Department.