

Time Clock Procedures

Approved: January 27, 2023
Resolution No. 23-16

- A. Each employee is required to have a record of hours worked. In departments using time clocks or the web-based time keeping system, the following regulations will apply:
1. Employees are required to clock in prior to their assigned start time and must clock out when they go off duty.
 2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
 3. Employees must clock in and out at a designated time clock or at their designated duty station.
 4. Employee hours will be rounded in compliance with the Fair Labor Standards Act to the nearest quarter hour. Rounding does not excuse tardiness. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than 7.5 minutes prior to, or 7.5 minutes after, the start of their shift. Employees may not clock out more than 7.5 minutes prior to, or 7.5 minutes following the end of their work time. Employees who clock outside of the prescribed window should report it to their supervisor immediately.
 5. Clocking in within the timeframe specified in item four will be calculated as an on-time report for duty.
 6. Depending on the department procedures, time recorded will be the worktime paid or employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor. Managers will be accountable to their department head for any manual changes submitted.
 7. Unless a department is utilizing a system with an automatic lunch deduction, employees must clock out for their designated lunch time. All employees are free to leave the county premises during lunch.
 8. Employees should not clock out for designated break times and must stay in the assigned work area during the break.
 9. Except in emergency circumstances, prior permission to work overtime must be approved by the department head.

- B. This policy shall apply to the following County employees:
 - 1. Non-exempt hourly employees.
 - 2. Hourly full-time employees
 - 3. Hourly part-time employees
 - 4. Non-exempt salaried employees
- C. Employees of the following departments should ask their immediate supervisor if this policy applies to them: Sheriff's Office, Drain Commissioner, Treasurer, Clerk, Prosecuting Attorney, Courts, and Register of Deeds.
- D. Questions regarding this policy should be addressed first to your immediate supervisor, then to the County Administrator. This policy does not replace or amend any applicable collective bargaining agreement.
- E. Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation may be terminated.