Time Cards Policy

1.0 Policy Statement

This policy covers all unionized employees who are required to use a time clock to record their hours worked. The City is committed to accurate timekeeping and streamlining payroll processes.

Employee Responsibilities:
Employees are required to punch in at the beginning of their shift and punch out at the end of their shift. Additionally, employees are required to punch out at the beginning of meal breaks and punch in when they return from meal breaks. Employees can only punch out three (3) minutes prior to the end of their shift.

Missed Time Card Punches

If an employee forgets to punch in or out for their shift; they are to contact their supervisor immediately when it is realized, to explain the circumstances and to provide actual clock in or out information.

Falsification/Tampering

Employees will be subject to disciplinary action up to and including termination for excessive failure to punch in or out without reasonable justification. Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action, up to and including termination.

Any employee interfering with another person's use of time clocks or in possession of or defacing another person's ID card will be subject to disciplinary action up to and including termination.

Clock Problems

If any employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to immediately inform the supervisor. In the event of time card/clock malfunction, a supervisor will clock employees in and out and will notify the Director of the problem.

2.0 Background

The City uses a time card/clock to accurately record the working hours of all unionized employees.

3.0 Purpose

This policy outlines the proper use of the time card/clock to ensure consistency of treatment for all employees.

4.0 Approvals

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Steve Kent, Chief Administrative Officer

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May 30, 2019
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