

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.35

TIMEKEEPING POLICY – NON-EXEMPT EMPLOYEES

Purpose:

The purpose of this policy is to establish guidelines for the proper use of the time clock or UKG system to accurately record work hours for non-exempt employees. The policy aims to ensure consistency, fairness, and compliance with labor regulations. Implementing this Timekeeping Policy will ensure the Board maintains accurate records of work hours, safeguard fair compensation, and uphold compliance with labor regulations.

Scope:

This policy applies to all employees, including full-time, part-time, and temporary staff who are not exempt from overtime and are required to use the time clock or UKG system to record their work hours on a daily basis.

Definitions:

- a. Time worked is defined as all time that an employee is required to perform their duties for the Board.
- b. Time not worked is defined as approved paid absences including sick leave, vacation leave, holiday leave, Family and Medical Leave (FMLA), military leave, jury duty, bereavement leave, and voting time off.
- c. Extra time is defined as time worked over and above the employee's normal schedule, but less than forty hours per week.
- d. Overtime is defined as any time actually worked over forty hours per week.

Policy:

Time Clock Usage:

- a. Designated employees are required to accurately record their work hours using the selected time clock.
- b. Employee will utilize their finger print to record when they punch in and out. In the rare event an employee is unable to use their fingerprint to record time worked, a key fob will be issued to the employee for use with the timeclock.
- c. Employees should only clock in or out when they are ready to begin or conclude work.
- d. Employees should not punch in earlier than seven minutes prior to the start of their shift or seven minutes after the end of their shift unless authorized by their direct supervisor.
- e. Use of the UKG application on the employee's personal cell phone is strictly prohibited. Additionally, employees designated to utilize the time clock may not use a computer to log their time.

UKG System Usage:

- a. Designated employees are required to accurately record their work hours using the UKG application.

- b. Employees should only clock in or out when they are ready to begin or conclude work.
- c. Employees should not punch in earlier than seven minutes prior to the start of their shift or seven minutes after the end of their shift unless authorized by their direct supervisor.
- d. Unauthorized use of another employee's access credentials is strictly prohibited.
- e. Use of the UKG application on the employee's personal cell phone is strictly prohibited.

Reporting Time Off:

- a. All employees are expected to adhere to the Board's time-off policies and procedures.
- b. Employees will use the time clock or UKG system to request personal, sick, or vacation time.

Additional Procedures:

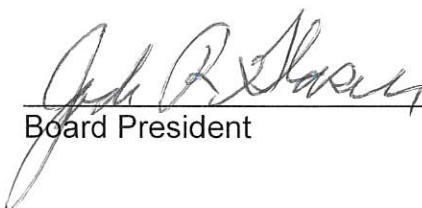
- a. Employees are responsible for clocking in and out at the appropriate times. Failure to do so may result in inaccurate compensation and disciplinary action.
- b. Any discrepancies or errors in clock-in or clock-out times should be promptly reported to the employee's supervisor.
- c. Employee's must submit a "change request" on the time clock or in the UKG system when an error is made recording their time before pay period ends and the time sheet is locked for processing.
- d. The employee's supervisor may adjust time records if necessary, but only after documenting the reason for the adjustment.
- e. Any employee required to work beyond their scheduled hours must obtain approval from their supervisor before doing so.
- f. All overtime work must be approved prior to the employee working and accurately recorded and in compliance with labor laws.
- g. Deliberate falsification of time records is a serious offense and may lead to disciplinary action, up to and including termination.
- h. The employee's access credentials for the UKG system should be kept confidential.

Policy Acknowledgment:

All exempt employees are required to review and acknowledge their understanding of this Timekeeping Policy for Exempt Employees.

This policy will be periodically reviewed to ensure its effectiveness and relevance. Changes or updates will be communicated to all employees in a timely manner.

Adopted: 9/25/2023


Board President


Superintendent