

COMAL INDEPENDENT SCHOOL DISTRICT

TIME CLOCK PLUS Timekeeping Procedure

Official Time

The Time Clock Plus electronic timekeeping system and associated work records will become the official basis for recording hours worked for employees of the Comal Independent School District (CISD). Handwritten timesheets will be replaced by Time Clock Plus generated timesheets, based on the data in the timekeeping system.

In order to ensure consistency of treatment for employees, the data recorded in the Time Clock Plus system shall be considered as the “official” record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official Time Clock Plus records.

In order for the electronic timekeeping system to work as intended, all non-exempt employees must participate. Outlined below are some important rules.

Daily Clock-in/Clock-out

It is a job requirement that ALL non-exempt employees MUST “clock in” in the morning, and “clock out” at the end of the work day at their place of work. (Under certain conditions, such as a training course at a different location, catering activities, or no computer access, the employee shall clock in/out at the different location, or be clocked in/out manually by the Campus/Department Timekeeper Manager). Other requirements include:

- Employees should not clock in earlier than 7 minutes before their scheduled starting times (unless the employee has Supervisor approval for early arrival). Employees are expected to clock in by their scheduled start time.
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall use leave or the time not worked will be docked from their pay.
- Clock in and out times will be rounded to nearest quarter hour.
- Playing the clock to take advantage of rounding is prohibited, e.g. clocking in at 8:07 knowing the clock will round back to 8:00 or clocking out at 4:53 knowing the clock will round forward to 5:00. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.

- Employees are to clock out and back in for lunch breaks. Due to the nature of some departments this break may automatically be deducted. Every employee **must** take a lunch break (typically an hour).
- Employees must clock out and back in for any other breaks when they leave the premises.
- Employees should clock in and out at their own work stations. If they do not have one, they should clock in and out at the designated work station for their department.
- Employees should never work off the clock, even if they are asked to do so by their supervisor. If your supervisor asks you to work off the clock, please notify the Assistant Superintendent for Business Services
- Employees are **not** entitled to breaks according to FLSA (Fair Labor Standards Act).

Falsification, Tampering, and Unauthorized Viewing

- **Any attempt to tamper with timekeeping hardware or software will be considered a serious offense.**
- **Punching in for an absent employee (a.k.a. “buddy punching”) will be considered a serious offense.**
- **Anyone interfering with other employees’ use of the Time Clock Plus system will be considered a serious offense.**
- **Unauthorized viewing of another employee’s time in the Time Clock Plus system will be considered a serious offense.**

Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination (see DH Local).

The Supervisor and the Personnel Department will review the specific details of such an infraction and develop an appropriate response.

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 Campus/Department Timekeeper Manager. In this situation the Campus/Department Timekeeper Manager will "manually" clock the employee in or out. The Campus/Department Timekeeper Manager will notify the Payroll Department of any clock problems.

Overtime

Overtime should always be authorized in advance by a supervisor. Overtime will be calculated based on the actual hours recorded and credited to the employee, as measured by the Time Clock Plus system.

- Employees are not allowed to work over 40 hours in a week unless prior approval by their supervisor.
- Overtime is earned on a weekly basis, and is only earned after 40 hours of actual hours worked have been accumulated within a given week.
- Overtime must be approved in advance by the employee's Supervisor, and is paid at 1.5 times the employee's base hourly rate after 40 hours worked.
- Since overtime or extra hours are calculated when recorded work hours exceed 40, employees must not clock in early or clock out late without supervisory approval.
- Compensatory time off may be given for overtime worked if an agreement to do such is reached prior to the performance of the work (the employer and employee must both be in agreement). If compensatory time is given in lieu of overtime compensation, it will be accumulated at the rate of one and one-half hours for every overtime hour worked (see DEA local). Supervisors should encourage employees to use accumulated compensatory time as quickly as possible.

Any disagreements with the official time detail record shall be reviewed with the employee's Supervisor, who shall authorize any changes to timekeeping data.

Docked Pay

If non-exempt employees who are paid on an annualized basis are absent and have used up all their sick days, personal days, etc., their pay shall be docked for the time missed, based on their pay rate.

Also, pay will be docked for non-exempt employees paid on an annualized basis who fail to work their full number of scheduled hours during any given workweek (see DEC Local).

Time Clock Plus Timekeeper Managers

Timekeeper Managers are appointed by Principals/Department heads (Timekeeper Supervisors) as those responsible for editing punches. Punches should only be edited by Timekeeper Managers upon authorization by Timekeeper Supervisors (an email from the Supervisor to the Manager is sufficient authorization).

Time should be reviewed and edited (if needed) on a daily basis.

Time Clock Plus Timekeeper Supervisors

Supervisors (professional, administrative, exempt employees) are to review the approved time data information for each employee and then sign-off on the time sheet printed from the Time Clock Plus System. A non-exempt employee can not approve or sign off on time sheets.

Time clock supervisors should never give out their time clock “log in” i.d. or password.