

## ADVA TIME CLOCK USE POLICIES AND PROCEDURES

**POLICY:** This policy sets forth procedures for clocking in and out by use of the electronic time clock system.

### PROCEDURES:

1. The time clocks will be located at specified areas.
2. All non-exempt staff will be required to clock in upon arrival at work. This can be done no more than 7 minutes before the scheduled duty time.
3. All non-exempt staff will be required to clock out at the end of their shift, no more than 7 minutes after the shift ends.
4. All non-exempt staff will be required to clock out and in for lunch breaks. (Night shift-after midnight lunch breaks will clock back in with the "Special In" button)
5. Any problems identified with the time clock during the signing in or out process, should be *immediately* reported to human resources.
6. The "Exception Sheet" form will be completed by the employee and will remain in Exception Sheet notebook to be picked up by Human Resources daily. If there are no time clock exceptions for a day, the Human Resources will date a form and write "NO EXCEPTIONS" for that day.
7. "Exceptions" will include inability to clock in/out due to assignment at an off campus location, i.e. hospital or training, or failure of employee to clock in/out for any other reason.
8. The reason for the "exception" must be identified on the form, which will be approved by signature of the shift coordinator.
9. All staff are encouraged to use their badge for clocking in and clocking out. If you forget your badge, you may clock in/out using your 6 digit personnel number. If you don't know your personnel number, you **MUST** sign the exception sheet.
10. Failure to use your badge, resulting in signing the exception sheet will **NOT** be allowed more than 2 times per month. Progressive disciplinary action will begin after the second time.
11. A Pattern of Tardiness is defined as the **THIRD** time in a month which will result in progressive disciplinary action, beginning with a counseling statement.
12. You are tardy if not clocked in by the start of your shift. **TWO TIMES** in a month is all that will be allowed. You are expected to be at your work station at the designated time, not at the clock or on the grounds.
13. If the clock indicates that you were late, you **MUST** complete a leave form and submit to your supervisor before shift end. Failure to do so may result in leave without pay. (15 minutes minimum leave)

14. All leave without pay requires approval of upper management and will require documentation to support the request, including a physician's statement if sick.
15. Employees will be responsible for submitting their own leave or comp earned forms which should be submitted to their supervisor at the end of each shift. The only time an employee's supervisor will submit a leave slip will be if the employee is off on FMLA or Worker's Comp so that employee will get their proper pay on payday.
16. Failure to submit leave forms may result in leave without pay being applied. Failure to submit comp earned forms may result in non-payment of comp time or money. All leave and comp forms MUST be submitted within the pay period. Any forms received in human resources after 9am payroll Monday will be entered and paid the following pay period.
17. Supervisors will submit any leave or comp earned forms by end of shift daily (put in human resources mail box). Any forms from weekend shifts must be submitted by 9am Monday.
18. If you lose your badge, you will be charged a \$5.00 replacement fee. Fee must be paid before a new badge will be made.