

TIME RECORDING SYSTEM 2.28

I. PURPOSE

The following policy has been established to provide guidelines for the recording of time in the Kronos system for both exempt and non-exempt employees.

II. TYPES OF RECORDINGS

A. **Badge Terminal**

All employees will be issued an employee ID badge with a swipe bar code on the back of the badge. Employees who are in a position authorized to use this type of time recording mechanism will be able to “swipe” at the badge terminal (kiosk) designated by their supervisor or manager.

B. **Timestamp**

Certain employees may be given computer access to their timecard through a Kronos system log on. In addition to recording a timestamp, an employee may be able to record the use of benefit time.

C. **Teletime**

Employees, who either work remotely or in locations where badge terminals or computers are not easily accessible, may be given telephone access to record their time (timestamp). Additionally, employees will be able to record the use of benefit time.

III. EXEMPT OR NON-EXEMPT STATUS

A. **Exempt**

Exempt employees will be required to swipe, timestamp, or teletime one time each scheduled day. Exempt employees will be paid based on their schedule as it appears in Kronos. Schedules need to be complete and accurate.

Under applicable Fair Labor Standards Act (FLSA) regulations, salaried employees who qualify as “exempt” are exempt from federal overtime standards. In order to maintain the exemption, these employees must not be treated in any way as non-exempt (hourly) employees.

FLSA defines salary as a predetermined amount that employees regularly receive each pay period. FLSA clearly states that salaried (exempt) employees cannot have their pay docked (resulting in wage loss) based on variations in the employees work week(s) and/or partial-day absences. Scheduled, unpaid full-day absences will not result in loss of exemption.

Exempt employees on a bona fide leave of absence, who are unable to work full shifts due to medical reasons, may have deductions taken from their pay as a result of their reduced hours, until they return to their normal full duties and schedules.

B. Non-Exempt

Non-exempt employees will be required to swipe, timestamp, or teletime at the start and the end of their scheduled shift and will be paid in accordance to the Fair Labor Standards Act (FLSA).

1. If an employee works unauthorized overtime (punching EARLY IN or LATE OUT) payment will be made for all time reported as worked. However, failure to obtain necessary approval will subject the employee to disciplinary actions, up to and including termination. (Policy 2.26A)
2. Non-exempt employees are not to begin work prior to recording their start time, as scheduled in Kronos. Should a situation occur that would require the employee to start work prior to their scheduled start time, the employee must notify their supervisor of such an occurrence at their first opportunity. "EARLY IN" occurrences may be subject to disciplinary action in accordance with Policy 2.26A, if not approved by their supervisor.
3. Non-Exempt employees are required to log out of Kronos at the end of their scheduled shift, unless authorization has been granted by their supervisor to continue working beyond the scheduled end of their shift. "LATE OUT" occurrences may be subject to disciplinary action in accordance with Policy 2.26A, if not approved by their supervisor.

IV. ROUNDING RULES

A. START AND END OF A SHIFT

Rounding rules have been established to take into account ease of reporting and payroll processing, in addition to consideration for access to systems or badge terminals. Allied Services will use quarter hour rounding for the start and end of a shift. For example, if you begin your shift at 8:00 AM:

- 7:46 AM to 7:52 AM will round to 7:45 AM
- 7:53 AM to 8:07 AM will round to 8:00 AM
- 8:08 AM to 8:22 AM will round to 8:15 AM

In no way does the above rounding rule authorize an employee to arrive tardy, "LATE IN", which is more than three (3) minutes after the start of the scheduled shift, or leave early, "EARLY OUT", prior to the conclusion of the scheduled shift. Please refer to Policy 2.26A Tardiness & Punctuality Control for more information.

B. EXTENDED LUNCH OR MIDDLE OF THE SHIFT ABSENCES

For breaks outside of the employees regularly scheduled and automatic lunch deduction (see section V-G of this policy) time recording (swipes or timestamps) will calculate to the exact minute. No rounding will take place in this type of absence.

V. PROCEDURE

- A. Each employee will be assigned a time recording method(s) by their supervisor. Employees are required to log their own time. An employee who gives another employee access to record time on their behalf and any employee recording time on behalf of another employee will be subject to discipline up to and including termination under Allied Services' Discipline and Discharge Policy 2.07.
- B. An employee who develops a pattern or regular occurrence of missed swipes, timestamps, and/or teletime will be subject to disciplinary action, up to and including termination.
1. **Second infraction:** within four (4) weeks (28 days), counseling session with written documentation for the file
 2. **Third infraction:** written warning
 3. **Fourth infraction:** second written warning
 4. **Fifth infraction:** final written warning and a full one (1) week suspension
 5. **Sixth Infraction:** discharge
 6. **Clearing Record:** When an employee has maintained a record free of corrective action for missed swipes, timestamps, and/or teletime for six (6) weeks (42 days) the last disciplinary action step taken shall be repeated. When the record has been free of action for twelve (12) weeks, (84 days), the employee's record is cleared.
- C. Edits to a timecard by an employee must be approved by the supervisor. Swipes and/or timestamps should not be modified or deleted by an employee in their own timecard. Modifications, deletions, or changes should only be made by the supervisor authorized to approve the timecard. Unauthorized edits or falsification of a timecard will be subject to disciplinary action, up to and including termination.
- D. Time should not be moved from regular time (Reg_Hrs) to overtime (Reg_OT) or from Reg_OT to Reg_Hrs in a timecard, without written divisional VP approval and administrative approval by the Human Resources Department.
- E. Non-exempt employees who charge to multiple departments/locations throughout the course of the day are responsible for recording their "IN"

swipes, timestamps, or teletime upon arrival at each location within the same division, and an "OUT" swipe, timestamp, or teletime at the conclusion of their shift. Employees should contact their supervisor if they are not familiar with the transfer process.

- F. Should an employee be switching divisions during the course of the day due to picking up extra shifts, outside their primary position, at another Allied division, they will need to swipe, timestamp, or teletime "OUT" at the first division and swipe, timestamp, or teletime "IN" for the new division using the proper divisional transfer code. Exempt employees will need to "move" their time in their timecards for the applicable date and hours.
- G. Any non-exempt employees who leaves Allied Services during the course of their workday for personal reasons, must swipe, timestamp, or teletime "OUT" upon leaving the facility and swipe, timestamp, or teletime "IN" upon return.
- H. An employee who remains on premises for the course of their lunch will not be required to swipe or timestamp and an automatic lunch deduction will occur after five (5) consecutive hours of work. Exemptions to the automatic deduction include:
 - 1. Any employee who leaves the premises
 - 2. Employees who take a lunch break significantly longer or shorter than thirty (30) minutes
 - 3. Management request to swipe, timestamp, or teletime in and out for lunch breaks
 - 4. Employees with a pattern of abuse of the allotted break time
- I. Employees must swipe or timestamp at their departments designated locations. Under no circumstance is an employee to swipe or timestamp prior to their availability to begin work immediately. Under no circumstance should an employee swipe or timestamp at the end of their scheduled shift and continue to perform work.