



Time Clocks for Non-Exempt Employees	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

Policy Purpose

This policy specifies when and how time clock use may be implemented for non-exempt employees.

Policy Statement

ETSU does not require departments to use time clocks and discourages the use of time clocks. However, ETSU understands that certain positions benefit from the use of time clocks to record time. Before a department may use time clocks, the department head must contact the Department of Human resources and receive approval

I. Approval before Using Time Clocks.

A department may only use a time clocks to record time worked if the unit's Vice President and the Vice President of Human Resources provides written approval to use of time clocks. Exempt employees shall not be required to clock in and out to record worked time.

II. Department Responsibilities.

Department supervisors are responsible for ensuring that time clocks function properly and that any malfunctions are immediately addressed by either repairing or replacing the time clock.

The employee and the supervisor shall sign each time clock timecard, certifying that the time recorded as worked is true and accurate. Time posted in the official ETSU timekeeping record shall correspond exactly with those hours reflected on the employee's time clock timecard. Time clock timecards shall be maintained in a secure manner and retained per ETSU financial procedures.

All employees in a work unit must be required to record their time in the same manner. However, a supervisor may designate certain categories of employees to record their time in a different manner than other employees so long as the method used is an ETSU-approved form or system and written approval from HR has been received.

III. Falsifying or Tampering with Time Records.

Altering, falsifying, and/or tampering with time records, including clocking in/out for another employee, will result in disciplinary action, up to and including termination of employment.

Previous Policy: PPP-74 Time Clock Policy Statement for Non-Faculty Employees

Authority: Fair Labor Standards Act

Definitions

Non-Exempt Employee	Non-exempt employees are eligible for overtime pay or compensatory time according to the Fair Labor Standards Act.
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Policy History

Effective Date:

Revision Date:

Procedure

Employees may clock in ten (10) minutes prior to their beginning work time to prepare to begin their work at the appointed time. Time worked” refers only to the time that is spent performing job-related tasks. These minutes are not compensated, unless the employee begins working before the appointed time, and the timecard is initialed by both the employee and supervisor to signify it was working time.

Each employee subject to this policy is required to :

1. clock out/in for the one (1) hour meal period;
2. clock out/in for any tasks that are not related to work.; and
3. clock out punctually at the end of the workday. Any time reflected on the timecard more than five (5) minutes after the end of the normal workday shall be compensated.

Clocking in/out is not required during the two fifteen (15) minute rest periods each day. Missed punches/punch should be reported to the supervisor immediately. Any adjustments to time clock punches must be initialed by both the employee and the immediate supervisor.

Procedure History

Effective Date:

Revision Date:

Related Form(s)

None.