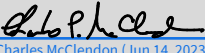


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| CITY OF CATHEDRAL CITY | | | HR-AP 17 |
| ADMINISTRATIVE POLICY | | | |
| Approved by: | Distributed by | Original Date | |
|  <small>Charles McClendon (Jun 14, 2023 10:56 PDT)</small> Charles McClendon, City Manager | Human Resources | Eff: June 25, 2023 | |

SUBJECT:

AUTOMATED TIMEKEEPING SYSTEM

PURPOSE:

The purpose of this Policy is to establish guidelines for the employee automated timekeeping system.

POLICY STATEMENT:

All Non-Sworn, Non-Exempt employees are required to use the Tyler Timekeeping System to record their hours worked. Employees are required to clock in/out for payroll purposes. Exempt employees will only utilize the Tyler timekeeping system to log/file leave requests and to access leave and payroll information.

POLICY PROVISIONS:

The Fair Labor Standards Act sets the rules regarding workers’ hours, wages and overtime. When an employer tracks work time in a 15-minute increment, they utilize the 7-minute rule. This law allows an employer to round the number of minutes worked. The cutoff point for rounding down is 7 full minutes. Example: If an employee works at least 7 minutes, but less than 8 minutes, the employer can round down to the nearest 15 minutes. If the employee works at least 8 full minutes, the employer must round up to the next 15-minute increment.

PROCEDURES (Time Recording)

- A. All Non-Exempt employees are required to clock in at their scheduled start time. Non-Exempt employees should clock in no sooner than seven (7) minutes before the scheduled shift and clock out no later than seven (7) minutes after the scheduled shift.

Non-Exempt employees must receive authorization from the supervisor to clock in earlier than seven (7) minutes before their shift or clock out later than seven (7) minutes after their shift. Failure to follow this directive may result in disciplinary action.
- B. Non-Exempt employees are required to clock in/out for their designated lunch breaks. Non-Exempt employees shall be responsible for notifying their supervisor in writing if any modifications are made to their lunch schedule requiring a longer or shorter time period for lunch. All employees are required to take a lunch period unless express authority is provided by supervisory or management staff to work through the lunch period.

- C. Each timekeeping unit has the capability clock in/out any Non-Exempt employee regardless of the department they are assigned to work in. Non-Exempt employees are required to clock in/out at the nearest timekeeping unit located in their work area. If there is a problem with the timekeeping unit, the Non-Exempt employee must notify the supervisor and the supervisor will direct that employee to the next appropriate timekeeping unit location.
- D. Employees (both Exempt and Non-Exempt) must approve their timecard entry at the end of each pay period, unless there is a reasonable explanation such as on vacation or unforeseen leave. Failure to approve their timecard entry may result in disciplinary action.
- E. If an employee misses an entry into the Tyler Timekeeping System, the employee will notify the supervisor as soon as possible. The supervisor will manually enter the employee's work hours.
- F. Hourly Timecard Entries – Regular hours worked should all be entered in the Tyler Timekeeping System so the proper overtime and shift differential can be calculated. As a general rule, entered time that comes from the time clock should not be edited. If an edit to a time clock in/out entry is necessary, a supervisory comment with a specific detailed reason must be assigned to the change.
- G. Any changes to an employee's timecard entry must have a supervisory comment added justifying or explaining why this edit occurred.
- H. Employees who consistently miss timekeeping entries may be subject to disciplinary action. Employees may not request leave that exceeds their scheduled workday.
- I. On Call – employees in an on-call status will report directly to the work location, as necessary, and report time worked directly to the supervisor as soon as practical.
- J. Non-Exempt employees are permitted to work overtime only with prior authorization from the supervisor. Overtime includes clocking in early, late, or working through the scheduled lunch period. Non-Exempt employees who work overtime without prior authorization may be subject to disciplinary procedures.
- K. Non-Exempt employees may not use another Non-Exempt employee's ID to clock in/out for another Non-Exempt employee. Failure to follow this directive may result in disciplinary action.
- L. Supervisors are required to document and report incidents where employees have violated the timekeeping policy and/or procedure. This could include situations where employees may have clocked in but are absent from their workstation during work hours or have missed timekeeping entries and/or work unscheduled and unauthorized overtime. Supervisors failing to follow this directive may result in disciplinary action.






HR-AP 17 AUTOMATED TIMEKEEPING SYSTEM INSTRUCTIONS-FINAL

Final Audit Report

2023-06-14

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