



Time Clock Policy

PURPOSE

It is the policy of Grand Traverse County to streamline the timekeeping and payroll process, as well as ensure consistency of treatment for employees. The law requires that all non-exempt personnel record daily hours worked. These hours are recorded in myGTC, which is the County's cloud-based enterprise resource planning software developed by Workday. The purpose of this policy is to establish guidelines for hourly employees to have a record of hours worked using myGTC.

SCOPE

This policy covers all non-exempt hourly employees.

POLICY

Employee Clocking Responsibilities

It is a job requirement that non-exempt employees must "clock in" at the beginning of their shift and "clock out" at the end of work each day. Additionally, employees are to "clock out" at the beginning of lunch breaks or when they leave the job site and "clock back in" when they return from lunch or when they return after being away from the job site.

General Information

"Authorized hours" are work hours that a manager assigns to complete a task. The "workday" is defined as eight hours of authorized work between 8:00 a.m. and 5:00 pm. Employees may also be assigned to alternative schedules to include flextime or compressed workweeks with the authorization of their supervisor.

"Employee" as used in this policy, means a non-exempt hourly employee.

A "work hour" is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.

The "workweek" covers seven consecutive days beginning on Sunday at 12:00 AM and ending on Saturday at 11:59 PM. Alternative workweeks may be established for specific projects or departmental needs with the authorization of the County Administrator. The usual workweek period is 40 hours.

Overtime

Overtime is defined as authorized hours worked by an employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour.

Overtime must be approved in advance by the employee's supervisor; if not, an employee is not authorized to work the overtime and documented in the system.

- Overtime will be calculated based on the actual hours recorded and credited to the employee and approved by management.
- Overtime is earned on a weekly basis and is only earned after forty (40) hours of actual work hours have been accumulated during the established work week.
- Disagreements on work hours contained in the detail record shall be reviewed with the employee's supervisor (and, if necessary, Department management) who will resolve the issue and authorize any changes to the timekeeping data.

Absent

An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedure.

Tardy

An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time. In these instances, supervisors may replace the tardy employee for the full shift.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval
- Arrives to work past his/her scheduled start time may be replaced for the full shift at the discretion of his/her supervisor.

Departmental Notification Procedure

Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g., Military Leave, FMLA) to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three consecutively scheduled workdays will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with Human Resources if this situation occurs.

PROCEDURE

The following regulations will apply:

1. Employees are required to clock in prior to their assigned start time and must clock out when they go off duty.
2. Employees are responsible for entering accurate information in the time clock on a consistent basis.
3. Employees are required to clock in and out for lunch.
4. Unless permission to do otherwise by the employee's supervisor, no employee may clock in more than 7 minutes prior to, or 7 minutes after, the start of their shift. Employees may not clock out more than 7 minutes prior to, or 7 minutes following the end of their work time.
5. Clocking in within the timeframe specified in item four, will be calculated as an on-time report for duty.
6. Employees will be paid from time that they enter into myGTC.
7. Any adjustments to the recorded time must be approved by the employee's supervisor. Employees will be accountable for any manual changes submitted.
8. Employees should remain clocked in for mandatory meetings.
9. Hourly employees who have actual working hours in excess of 40 hours per week will be paid time-and-a-half for all time exceeding 40 hours.
10. Except in emergency circumstances, prior permission to work overtime should be approved by a supervisor.
11. All exempt employees will be required to enter their hours worked along with scheduling time off in advance into the Workday system to get paid.

Only your supervisor or authorized staff in the Human Resources Department may edit employee punches or add compensable days. Employees must notify their supervisor immediately if they fail to punch in/out or have any difficulties using myGTC . Approved corrections/adjustments will occur in the following pay period if an employee fails to notify his/her supervisor immediately of a problem. The management of the Time Clock app will reside within the Human Resources and Finance Departments. Any requests for modifications must be made to the Human Resources Department.

Violations of these procedures may result in disciplinary actions, including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee or falsify time records. Any employee participating in these types of violations will face immediate termination.

Each supervisor is responsible for:

- Ensuring that employees reporting to him or her have the correct project/departmental codes, overtime or premium codes and overhead codes for their assignments.
- Ensure that all employees maintain accurate time records.
- Providing approval for overtime or premium pay.
- Approving time records and submitting them to payroll.
- Is responsible for the daily oversight of this policy.

Enforcement

Employees who are found to be offenders of this policy will be subject to disciplinary action at the discretion of their supervisor as follows:

- First-time offenders will be:
 - Counselled to ensure that time reporting requirements are understood.
 - Advised of the consequences of further infractions.
 - Provided with a copy of this policy and acknowledgement receipt that it has been communicated and understood.
- Second-time offenders will:
 - Receive a written warning in their personnel files.
 - Be subject to spot checks by their supervisor during the 30-day period following the infraction.

The Seven Minute Rule

Grand Traverse County tracks work time in 15-minute increments, **the cutoff point for rounding down is 7 full minutes**. If an employee works at least 7 full minutes, but less than 8 minutes, the county can round the number down to the nearest 15 minutes.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved: Board of Commissioners 2022