

## **ADMINISTRATIVE POLICY 3-2-2**

**DISTRIBUTION:** City Manager, All Departments

**SUBJECT: TIME CLOCK POLICY**

**APPLICATION:** Applies to All Employees (except as may be provided differently under the terms of a collective bargaining agreement (cba) and/or associated cba prevailing practices).

**PURPOSE:** The City of Muskogee uses an electronic time tracking system called ExecuTime to capture and record all employee time records. ExecuTime is an electronic time tracking system that allows the City to accurately record, track, and report employee information in real time. This allows employees to accurately monitor and keep track of their time and accruals and enables the City to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the City.

### **A. Official Time of Record**

ExecuTime electronic time keeping system is the official timekeeping software for all non-exempt and exempt employees. In order to ensure consistency of treatment for hourly paid employees, the data recorded in the ExecuTime system shall be considered as the “official” record of the workday for the City. Any disputes over actual hours worked or attendance will be resolved by referring to the ExecuTime system records.

### **B. Employee Time Reports**

The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payments for all employees. All FLSA provisions guide utilization of the time clock system at the City of Muskogee. The ExecuTime electronic timekeeping system is used to record all hours worked for non-exempt personnel.

### **C. Clocking Methods**

1. Non-exempt office employees who have access to a personal computer or workstation will be required to utilize their personal computer for clocking in and out.
2. Non-exempt field employees and employees who do not have access to a personal computer or workstation will be required to utilize the ExecuTime clocking system for clocking in and out.
3. Non-exempt field employees who are required to report for a call-in and who do not report to their regular work location before reporting to their job location will be authorized to clock in and out on their cellular telephone during those on-call hours, if such application has been authorized by the Department Head.

4. Police employees who are required to report for a call-in and/or assume police duties prior to reporting for their regularly scheduled shift will be authorized to clock in on their cellular telephone, if such application has been authorized by the Chief of Police. If sworn police employees are required to work after their normally scheduled shift, the employee can clock (in) out on the ExecuTime system, or have their time edited by completing the Time Clock Edit Form.
5. Sworn fire and police personnel will have their normal shift schedule pre-populated in the ExecuTime system and will not be required to clock in/out during their normally scheduled shift.
6. Exempt level employees will have their normal schedule pre-populated in the ExecuTime system to show a 40 hour workweek.

**D. Clock Locations and Clock Types**

1. Time Clocks are located throughout the City at select department sites. Please check with your supervisor regarding clock locations in your area.
2. The City of Muskogee is utilizing biometric fingerprint time clocks. Biometric time clocks utilize some of the leading technology available in time and attendance software. After signing in to the system, employees can use the keypad to view their time in current and previous pay periods, approve their hours, view leave balances, request time off, and allocate hours towards various projects, grants, positions and more. Fingerprint(s) are stored on the clock server and are not accessible by the City of Muskogee. Fingerprints can only be used for time clock authentications and will not be transferred to any third party or third party system.

**E. Daily Clocking Requirements**

1. It is a job requirement that all non-exempt employees must clock in and clock out at the start and at the end of their shift or for any departure from the worksite for personal reasons (see Section C above).
2. Only those employees who do not return to their normal work location for lunch are exempt from clocking in and out during any unpaid lunch break.
3. Employees shall not clock in more than five (5) minutes prior to their shift start time and no later than five (5) minutes after their shift has ended, unless otherwise approved by the supervisor due to the working needs of the City.

4. Time shall be rounded to the nearest quarter hour.
5. Under certain conditions (such as trainings at an off-site location) when an employee cannot clock in or clock out at their regular worksite, the employee should report time worked to the department payroll clerk using the Time Clock Edit Form so their time worked can be manually entered.
6. To be mindful of employees clock in/out times, time off requests shall not be made on the clocking terminals within fifteen (15) minutes of any normal clock in/out shift, including during the lunch hour.

**F. Multiple Job Codes**

1. There may be instances where employees have multiple job codes. If an employee is paid from multiple funding sources or has been assigned to work in more than one position within the City, they will be assigned a separate job code for each non-exempt position. It is the responsibility of the employee to ensure that they are clocking in on the correct code at all times.
2. If you are unsure which job code you should be using, please contact your supervisor, department payroll clerk, or department head for clarification.
3. Employees who have clocked in incorrectly using the wrong job code will need to complete the Time Clock Edit Form and submit the signed form to their department payroll clerk prior to the close of the pay period so their time can be corrected.

**G. Falsification, Tampering and Unauthorized Viewing**

The following infractions are prohibited and considered severe. Due to the severity of these infractions, employees may be subject to disciplinary action, up to and including termination:

- Any attempt to tamper with timekeeping hardware or software
- Clocking in or out for another employee
- Interference with another employee's use of the ExecuTime system
- Unauthorized viewing of another employee's time in the ExecuTime system

**H. Clock Problems**

1. If an employee is unable to clock in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee's responsibility to immediately inform their supervisor or department payroll clerk and complete the Time Clock Edit Form. In this situation, the supervisor or department payroll clerk will manually correct the clock in or out information and the Time Clock

Edit Form will be kept at the worksite. The department payroll clerk will notify the Human Resources Department or IT Department of any clock problems or malfunctions with the clocking terminal.

2. If the correction is needed for a workweek that has already been closed, the Time Clock Edit Form must be submitted to the Human Resources Department to manually correct the error.

#### **I. Unreported Hours**

1. The Fair Labor Standards Act does not permit an employer to benefit from the work of a non-exempt employee without compensating them for such work. Therefore, all hours worked must be reported using the ExecuTime electronic timekeeping system. Any time spent working while not clocked in (a.k.a. working off the clock) is strictly prohibited. Employees are required to clock in before performing any work and are not permitted to clock out until all work has been stopped. Employees that under report or fail to report hours worked may be subject to disciplinary action, up to and including termination.
2. Examples of working off the clock may include:
  - a. Forgetting to clock in or out
  - b. Volunteering to work at the beginning or end of regular working hours
  - c. Taking work home to complete on the weekend or in the evening
  - d. Checking/reading/reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace
  - e. Answering phones, emails, or attending to customers while clocked out for a lunch break
3. Once an employee has clocked in, he/she is responsible for starting work. When a shift has been completed, it is the employee's responsibility to clock out.

#### **J. Processing of Electronic Time Reports**

1. The Human Resources Department will close the work week in ExecuTime system according to a preset schedule to ensure that time adjustments are properly recorded. The workweek begins on Sunday at 12:00 AM and runs through Saturday at 11:59 PM with pay periods being a full two-week cycle. Supervisors must resolve all missed punches and review clock hours for their staff on the Monday following the close of a pay period. It is imperative that employees complete any necessary Time Clock Edit Forms in a timely manner.
2. At the end of a payroll period, it is both the employees' and supervisors' responsibility to approve their time record certifying the accuracy of all time recorded. The supervisor will review the time record before submitting it for payroll processing.

**K. Disputes Over Time Clocked In or Out**

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of their supervisor immediately. The ExecuTime electronic time tracking system provides a log to assist in validating times and locations of all employee logins. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

**L. Time Clock Edit Forms**

1. Time Clock Edit Forms must be completed for any changes to be made in the system by a supervisor, department head or department payroll clerk.
2. If an employee calls in or does not show for a scheduled shift, the Leave Substitution section of the Time Clock Edit Form must be completed by the employee when they return to work.
3. Any corrections to time that occur *PRIOR TO THE CLOSE OF THE PAYPERIOD* require a Time Clock Edit Form. The form must be completed by the employee and signed by the employee's supervisor prior to the supervisor or department payroll clerk making any change to the employee's time. The original Time Clock Edit Form is kept on file with the employee's department payroll clerk.
4. Any corrections to time that occur *AFTER THE CLOSE OF THE PAYPERIOD* will also require a Time Clock Edit Form. The form must be completed by the employee and signed by the employee's supervisor. When completed, a copy of the form must be submitted to the Payroll Department in Human Resources. The original Time Clock Edit Form is kept on file with the employee's department payroll clerk. Payroll changes will not be made without both the employee and supervisors signatures. Any pay corrections resulting from a Time Clock Edit Form will be made pursuant to the Pay Administration Policy.



## Leave Substitution

Date:	Code:	Date:	Code:	Date:	Code:
From:	To:	From:	To:	From:	To:

- |                                |                           |                              |
|--------------------------------|---------------------------|------------------------------|
| ___ Sick Leave (07)            | ___ Excused Absence (EA)  | ___ Unexcused Absence (UA)   |
| ___ Vacation (06)              | ___ Floating Holiday (2F) | ___ Comp Used (09)           |
| ___ Funeral Leave (FL)         | ___ Jury Duty (JD)        | ___ Military Leave Paid (MP) |
| ___ Military Leave Unpaid (ML) |                           |                              |

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

If denied, please state reason:

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

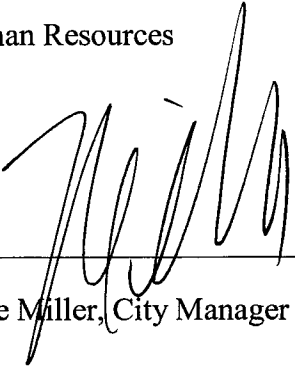
REFERENCES: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

EFFECTIVE DATE: May 15, 2018

RESCISSION: This policy rescinds and supersedes all prior policies in conflict herewith

RESPONSIBILITY DEPARTMENT: Human Resources

Dated this 15th day of May, 2018.



\_\_\_\_\_  
Mike Miller, City Manager

APPROVED as to form and legality this 15th day of May, 2018.



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Roy D. Tucker, City Attorney



## Policy Receipt Acknowledgement

I have read and been informed about the content, requirements, and expectations of the City of Muskogee's Time Clock Policy (Administrative Policy 3-2-2). I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment with the City of Muskogee.

I understand that if I have any questions, at any time, regarding this policy, I will consult with my immediate supervisor or the Human Resources Department.

Please read this policy carefully to ensure that you understand the policy before signing this document.

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Employee Name

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Employee Signature

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Date