

Clock-In/Clock-Out Policy Template

*****Please have an employment attorney review this policy to ensure compliance with your state and local labor laws before implementation.*****

This clock in/clock out policy ensures that all employees are accurately recording their work hours and provides guidelines for proper timekeeping practices.

Eligibility

This policy applies to all eligible employees and on-call workers of [Company Name], regardless of their position or location.

Eligible employees include:

- Hourly full-time
- Hourly part-time
- Non-exempt salaried

NOTE: Exempt employees are not required to clock in and out in accordance with this policy.

Timekeeping Practices

All eligible employees are expected to accurately record their work hours by using the [Company's designated timekeeping system]. The following practices apply:

- **Clocking In/Out**

All full-time and part-time hourly, and non-exempt salaried employees are required to clock in and clock out at the beginning and end of each shift using the company's designated timekeeping system. Employees should report to their assigned workstations promptly at the start of their scheduled shift and are responsible for accurately recording their time worked. Compliant employee hours for eligible employees are based on scheduled shifts.

- **Rounding Hours**

Employee hours will be rounded, in compliance with the Fair Labor Standards Act (FLSA).

- All recorded hours will be rounded to the nearest quarter-hour. Example time records:
 - Clock in at 8:06 AM rounded to 8:00 AM
 - Clock in at 8:12 AM rounded to 8:15 AM
 - Clock out at 4:58 PM rounded to 5:00 PM
 - Clock out at 5:19 PM rounded to 5:15 PM

By submitting a time record to their manager, an employee certifies the accuracy of the time record. Their manager will review the record for accuracy before submitting it to the payroll department. For hours worked over 40 in a workweek, employees will be paid overtime, at a rate of time and a half their regular hourly rate.

*****Please check your state and local regulations as some require overtime daily and at different amounts.*****

- **Break Times**

- **Meal Breaks**

Employees scheduled to work six or more consecutive hours in a day are entitled to an unpaid meal break of at least 30 minutes. Meal breaks should be taken approximately halfway through the shift. Employees are required to clock out for meal breaks. During the meal break, employees must completely disconnect from work-related activities.

- **Rest Breaks**

Employees scheduled to work four or more consecutive hours in a day are entitled to a paid rest break of at least 10 minutes. Rest breaks should be taken at a suitable time during the shift. Rest breaks are considered work time, and employees should remain available to address any urgent work-related matters.

Timesheet Approval

Managers and supervisors are responsible for reviewing and approving employee time records on a regular basis. The following practices apply:

- Managers and supervisors must ensure that employee time records are accurate and reflect actual hours worked.
- Managers and supervisors must review and approve employee time records before submitting them to the HR or payroll department for processing.
- Managers and supervisors must promptly address any issues or discrepancies related to employee time records.

Enforcement and Disciplinary Action

Violation of this timekeeping policy may result in disciplinary action, up to and including termination of employment. The following practices apply:

- Employees who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment.
- Managers and supervisors who fail to comply with this policy may also be subject to disciplinary action, up to and including termination of employment.

Common violations that fall under this policy includes:

1. **Buddy punching** - An employee clocks in for someone not present at work and vice versa.
2. **Unauthorized overtime** - An employee works beyond their schedule without manager's approval.
3. **Time theft** - An employee claims they worked certain hours even though they didn't.
4. **Failure to clock in and out** - An employee fails to clock in and out at the correct time without a valid reason or manager's approval

The following disciplinary actions will apply to anyone caught doing the above violations:

- **First Offense:** A discussion with HR regarding this Policy and further violations
- **Second Offense:** A discussion with HR about the Policy, and a written warning in the employee's personnel file, detailing the repercussions for further Policy violations
- **Third Offense:** Increased disciplinary action, up to and including termination

Acknowledgement

By signing below, you acknowledge that you have read and understand this timekeeping policy, and agree to comply with its provisions.

[Company Name]

[Employee Name]

[Employee Signature]

[Date]