

**CITY OF MURFREESBORO
EMPLOYEE HANDBOOK**

Section No: 1041

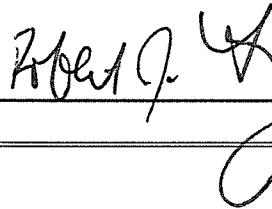
Date: 2-25-16

Supersedes Section No:

Dated: 2-4-16

Subject: Employee Timekeeping

Approved: Robert J. Lyons, City Manager



(a) Purpose and Scope

The purpose of this policy is to provide uniform rules and guidance regarding use of the City's employee attendance and timekeeping system. This policy applies to all City employees.

(b) Policy Statement

The City maintains time and leave/attendance records for non-exempt employees and leave/attendance records for exempt employees in accordance with the Fair Labor Standards Act (FLSA) and other applicable state and federal laws. To ensure that employees are paid in accordance with these laws, employee time and attendance records shall accurately reflect attendance and time worked. Employees are responsible for accurately reporting their attendance and time worked in accordance with the procedures and guidelines set forth in this policy. Misrepresentation of time worked and falsification of time records are violations of the law and City policy and will result in disciplinary action up to and including termination.

For employees who are classified under the Fair Labor Standards Act (FLSA) as being "non-exempt", compensation is determined on an "hours worked" basis, using ¼ hour as the means of measurement. For employees classified under the FLSA as being "exempt", compensation is based on a "days worked" or "shift worked" basis.

(c) Definitions

- (1) "Buddy punching" -- The act of clocking-in or out for another employee.
- (2) "Clock-In (Out)/Punch-In (Out) /Swipe-In (Out) -- The act of recording in KRONOS the time when an employee starts or ends work, whether at the beginning or end of a workday, meal, or mid-shift absence from work, whether by sliding the employee's

ID badge through the slot on a time clock or by using the time stamp method on a computer or mobile application to enter such data into KRONOS.

(3) “Exception Hours” – Paid or unpaid time that is outside of regular work hours and/or salary. Exception hours include, but are not limited to: paid sick and vacation leave, overtime, call-in-to duty, standby, jury duty, family medical leave, leave without pay, workers’ compensation, etc.

(4) “Exempt Employees” – An employee who is exempt from minimum wage, overtime pay and certain recordkeeping requirements of the Fair Labor Standards Act.

(5) “Fair Labor Standards Act (“FLSA”) – A Federal law that was enacted in 1938. It protects workers by setting standards for minimum wages, overtime pay, recordkeeping, and youth labor.

(6) “Non-Exempt Employees” – An employee who is covered by the minimum wage and overtime provisions of Fair Labor Standards Act.

(7) “Time Periods” -- City employees record time worked based on either a work week or a work period/tour of duty basis.

(8) “Work off the Clock” - Any work performed for the City by a non-exempt employee that is not properly recorded by the employee, and, therefore, neither compensated by the City nor counted toward the employee’s hours for purposes of calculating any overtime. Employees who work off the clock may be subject to disciplinary action up to and including termination.

(9) “Work period/tour of duty” - The FLSA permits work periods longer than a 40 hour work week for purposes of determining an employee’s entitlement to overtime pay. Employees of the Fire & Rescue Department assigned to a work period/tour of duty work a 28-day schedule; the schedules for the current year are on file with that Department. Employees of the Police Department assigned to a work period/tour of duty work a 21-day schedule; the schedule for the current year is on file with that Department.

(10) “Work Week” – A seven (7) day work week is used as the basis for time keeping for all employees except for those firefighters and police officers who are assigned to a work period/tour of duty schedule. The work week for all City departments, other than the Water and Sewer and Police Departments, is Sunday through Saturday. The work week for the Water and Sewer Department is Thursday through Wednesday. The work week for the Police Department is Monday through Sunday.

(d) Designation of Timekeeping System; Official Records

(1) The City has implemented and utilizes KRONOS® Workforce Central™ (“KRONOS”) as its official employee attendance and timekeeping system. KRONOS collects actual time entered by the employees using a time clock, computer, or mobile application. This data is subsequently transferred to the City’s payroll system. KRONOS tracks and manages employee hours, which are then transmitted to the City’s payroll system.

(2) The KRONOS electronic timekeeping system and associated work records are the official basis for recording hours worked for all non-exempt City employees. Absence and leave records (e.g., vacation, sick days, FMLA leave, etc.) will also be recorded in KRONOS.

(3) Data recorded in the KRONOS system shall be considered as the official record of non-exempt employees’ hours worked and all employees’ attendance. Any disputes over attendance or actual hours worked shall be resolved by referring to the official KRONOS records.

(e) Responsibilities of Employees

(1) Non-exempt employees must record their individual time and attendance via the KRONOS system for each day they actually work or are scheduled to work. Non-exempt employees must clock in and out at the beginning and end of each scheduled workday. Non-exempt employees must also clock in and out at the beginning and completion of meal periods, except as otherwise provided by departmental policy. In addition, non-exempt employees leaving work during the workday for personal reasons must clock out when leaving and back in when returning. Complete and accurate reporting of work time and attendance is essential to ensure employees are compensated for all time worked.

(2) Exempt employees are not required to clock-in at the beginning or clock-out at the end of their scheduled workdays.

(3) All employees, exempt and non-exempt, must make leave requests via KRONOS. All employees must accurately and completely report via KRONOS any period of leave, e.g., vacation, sick leave, family medical leave, etc. Because leave requests require supervisory or administrative approval, all planned leave requests must be submitted in advance via KRONOS. In addition to making a KRONOS request, employees may also be required to submit leave requests in accordance with a departmental policy approved under (f)(7). In the event of an unexpected absence from work, employees should contact their supervisors in accordance with City and departmental policies. The supervisor is then responsible for entering the employee’s leave hours in KRONOS. It is then the employee’s responsibility for verifying these hours upon returning to work.

(4) A non-exempt employee by approving the employee's own time card is certifying that the clock-in and clock-out times recorded in KRONOS accurately reflect the employee's attendance and time worked (including any paid breaks) on each day appearing on the time card. In addition, by approving a time card, an employee, whether non-exempt or exempt, is certifying that any Exception Hours recorded on the time card are true and accurate. Provided all such entries are accurate, employees will not be held accountable nor subject to discipline for the automated time calculations reflected in the daily or period columns of their time cards.

(f) Responsibilities of Department Heads and Supervisors

(1) It is the responsibility of each Department Head or the Department Head's designee(s) to create and maintain current and accurate schedules for all non-exempt employees within the department in the KRONOS system.

(2) Department Heads and Supervisors are responsible for ensuring that all employees under their supervision are educated regarding this policy and that all employees comply with the requirements of this policy. It is the responsibility of Department Heads and supervisors to ensure that this policy is administered fairly and uniformly with respect to all employees under their supervision.

(3) Each Department Head may designate one or more supervisors within their department to review and approve time for department employees. In smaller departments, the Department Head may fulfill this supervisory function.

(4) A department's designated supervisor(s) must review time records on a daily basis and approve employee time and attendance on a weekly basis. A supervisor is responsible for any inaccuracy or omission of which the supervisor is aware at the time the time record was approved.

(5) A department's designated supervisors are responsible for making all necessary and appropriate corrections and adjustments to employee time records. By approving a time record, a supervisor is attesting that to the best of the supervisor's knowledge the time record is complete and accurate. Supervisors may adjust a non-exempt employee's clock in and/or clock out time to correct the record but shall not edit with the intent to avoid, decrease, or increase overtime compensation.

(6) If a supervisor is or plans to be absent from work and is or will be unable to access the system remotely, the supervisor may delegate their authority in KRONOS to any other supervisor who has been assigned a manager license within their department. The delegation feature within KRONOS logs the ID in the audit records of both the supervisor of record and the delegatee on each transaction during this period. Supervisors shall not allow another employee to log in under their own KRONOS ID.

(7) Department Heads are authorized to create specific protocols and rules regarding time and attendance and the use of time keeping devices within that department to supplement this policy, subject to approval by the Human Resources Director and City Attorney, and provided such protocols and rules are not more generous than those contained in this policy.

(g) Identification badges

The Human Resources Department will issue every non-exempt employee an identification badge to be used for reporting time and attendance in KRONOS. Identification badges are the property of the City and are issued to non-exempt employees to facilitate accurate timekeeping. They are not provided for security or safety purposes. Employees are responsible for retaining their identification badges and must notify their immediate supervisor immediately if their badge is lost, stolen, or damaged. A \$5 fee will be assessed by payroll deduction for each replacement badge(s) issued to an employee that is lost or stolen; the first replacement badge will be replaced at no charge. Employees will be required to return their identification badge upon termination of employment from the City.

(h) KRONOS Mobile Application

(1) Upon the recommendation of a Department Head and approval of the Human Resources Department, employees may be provided the option, but shall not be required, to report their time and attendance using the KRONOS Mobile application, which can be downloaded to an employee's City-issued or personal mobile device. Among other features, this application enables employees to record time entries, request leave, review time records, and review benefit accruals. In addition, supervisors may use the mobile application to review and approve time entries of departmental employees. The KRONOS Mobile application may be downloaded by using the iTunes App Store, GooglePlay, and certain other applications. There is no fee for the application; however, employees assume full responsibility for any data charges associated with downloading the application and all terms and conditions of entering into licensing agreements upon downloading and installing the KRONOS Mobile application software on a personal mobile.

(2) The KRONOS mobile application has a Global Positioning System (GPS) interface that identifies the location coordinates of an employee's physical location when the employee clocks in or out. The GPS does not track an employee's whereabouts before or after a time entry is made, even if the application remains open. Accordingly, the City will be able to determine an employee's location only as of the time a time entry is made. The GPS interface does not record locational data at any other time.

(3) Employees electing to use the KRONOS Workforce Mobile application will be required to sign a KRONOS Workforce Mobile User Agreement and Authorization.

(i) Time-Reporting Procedures

(1) When time is to be reported.

(A) Every non-exempt employee shall clock in at the employee's work-start time and clock out and depart at the employee's work-end time. This requirement applies to both regularly scheduled work and other work approved by an employee's supervisor.

(B) Non-exempt employees should clock in/out as close to their designated start/end time as possible. Non-exempt employees have a seven-minute grace period to clock in prior to the start of their scheduled start time. Employees may voluntarily choose to clock in up to seven minutes prior to their scheduled start time. At the end of the work day, employees should stop working and promptly clock out within seven minutes of their scheduled end time.

(C) Non-exempt employees shall not begin work or clock in more than 7 minutes before their scheduled start time without authorization from a supervisor or Department Head. Non-exempt employees shall not keep working or clock out more than 7 minutes after their scheduled end time without authorization from a supervisor or Department Head. Provided, however, that nothing in this subsection authorizes an employee to work "off the clock"; all clock-in/clock-out times must be accurate.

(D) Employees must not perform work activities outside of their scheduled shift or during their meal period without approval from their supervisor. Employees who perform such work without the approval from their supervisor, will be compensated for such work but may be subjected to disciplinary action up to and including termination.

(2) Method of Reporting Time.

Employees may clock in and out by:

(A) Swiping their identification badge at a KRONOS time clock located at their assigned facility;

(B) Accessing KRONOS via their computer (if a license has been assigned to the employee's computer) or an Internet enabled workstation at their assigned facility; or

(C) If authorized by a Department Head, using the KRONOS Workforce Mobile application on a mobile device.

Each employee will be assigned a “home” time clock that is closest to the employee’s primary work location. Employees should always clock in and out at this location, unless their job duties require them to be away from their primary work location, in which case an employee may clock in and out at the City facility where the employee is working.

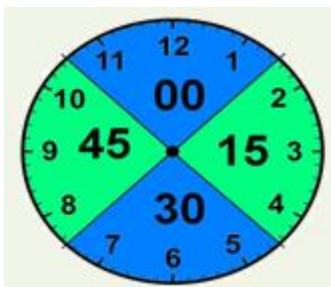
(3) Rounding of Time Entries.

(A) In order to maintain consistent time reporting City-wide, the KRONOS system rounds punches to the nearest 15 minutes for “in” and “out” punches. Punches for meal periods round based upon the total minutes taken for the unpaid time taken during meal periods. These practices are consistent with the FLSA and have been approved by the U.S. Department of Labor.

(B) The actual punch appears on the time record, however, the Shift, Daily, and Cumulative totals are rounded. Rounding does not change the employee’s regularly scheduled work times nor does it change the early or late indicators on the employee’s electronic time record.

(C) In order to round to 15 minutes, the actual rounding occurs on punches between 7 and 8 minutes. Punches at the beginning of the shift and the end of the shift round based on the actual punch time. For example, punches from 7:53 AM to 8:07 AM round to 8:00 AM, punches from 8:08 AM to 8:22 AM round to 8:15 AM.

(D) Punches that occur mid-shift such as those associated with an unpaid meal break round based on the total minutes taken for the unpaid time. For example, if the lunch punch out is 12:07 PM and the lunch punch in is 12:44 PM the lunch period is 37 minutes in length, therefore the total lunch time is rounded to 30 minutes. If a lunch punch out is 12:07 PM and lunch punch in is 12:45 PM the lunch period is 38 minutes and therefore the total lunch time is rounded to 45 minutes. The following graphic represents these rounding rules.



(4) Missed Punches and Adjustments.

(A) Supervisors are required to review their assigned employees’ time records on a daily basis and should edit or adjust an employee’s time record only when

the record contains a mistake (e.g., when incorrect leave information is entered, as a result of a “missed or double punch”) or when exception hours need to be entered or edited in the record.

(B) For purposes of this policy, a “missed punch” includes failure to clock in or out at the beginning or end of a workday, meal time, or absence from work during the workday for personal reasons. Employees who miss a punch should notify their supervisor of their missed punch and under no circumstances may an employee adjust their own time record. Employees who consistently miss recording their time in the KRONOS system may be subject to disciplinary action up to and including termination.

(C) Employees should work with their supervisors to correct any error in their time records as soon as the error is detected to avoid any inaccuracies or delays in pay or leave balances. Likewise, employees should work with their supervisors to ensure that any exception hours are reflected accurately and completely on their time records.

(D) Employees should first address any concerns regarding their time record to their supervisor. If the supervisor is unable to resolve a concern to an employee’s satisfaction, either the employee or the supervisor may elect to forward the concern to a higher-level supervisor or Department Head for resolution, who should consult with the Human Resources and/or Legal departments as is needed to resolve the issue.

(5) Power/System failures.

(A) Time clocks generally will continue to collect data during power outages or when it appears as if the clock or system is malfunctioning. In the event of a power outage or a suspected clock or system malfunction, employees should continue to record their time-in and/or time-out and immediately inform their supervisor of the system issue. Employees shall also maintain an independent paper record of hours worked and communicate such information to their supervisor by the end of the employee’s next work day. The supervisor will note the times that may need adjusting but will not make adjustments based on an employee’s independent records (or other information) until it is confirmed that the system did not collect an employee’s clock/punch/swipe ins or outs during the period in question.

(B) Supervisors shall immediately notify payroll personnel in the Human Resources Department of any time clock issue and enter an IT help desk request regarding any KRONOS system problem.

(j) Prohibited Conduct; Disciplinary Action

(1) Falsification, misrepresentation, tampering with, or unauthorized viewing of time records is strictly prohibited. Such actions constitute theft if they result in an employee receiving compensation for time not actually worked.

(2) An employee found to have engaged in any of the following conduct shall be subject to disciplinary action, up to and including termination:

- (A) Working "Off the Clock";
- (B) Any attempt to tamper with timekeeping hardware or software;
- (C) Falsification of hours actually worked;
- (D) Excessive missed punches without a valid excuse;
- (E) Clocking/punching/swiping in or out for another employee (a.k.a. "buddy punching");
- (F) Asking someone, including but not limited to another employee, to clock/punch/swipe in or out on behalf of an employee;
- (G) Interfering with another employee's use of KRONOS;
- (H) Unauthorized viewing of another employee's time in KRONOS;
- (I) Any and all other attempts to defraud, steal time, or otherwise be dishonest for the benefit of oneself or any other person; and
- (J) Any other failure to comply with the provisions of this policy and any related procedures.

(3) Any supervisor who becomes aware of any of the above by another employee is required to report such activity to either that employee's supervisor, Department Head, the Human Resources Department, or the City Manager.

[11-13-14; 02-04-16; 02-25-16]