



ALL DISTRICT MEMO

TO: All District Employees
FROM: Jeff Serpico, Director of Human Resources
DATE: March 8, 2021
SUBJECT: Clock In / Out Procedures & Tardiness

Good afternoon District Team Members,

The purpose of this communication is to clarify the difference between clock in/out procedures and the District's tardy practices. This clarification was requested during the Labor & Management meeting, which occurred on February 4, 2021.

In accordance with the Fair Labor Standards Act (FLSA), time clocks may be configured to record time in fifteen (15) minute increments and employee time may be rounded to the nearest quarter hour. Employee time from one (1) to seven (7) minutes may be rounded down, and thus not counted as hours worked, but employee time from eight (8) to fourteen (14) minutes must be rounded up and counted as a quarter hour working time.

- Time rounds **forward** seven (7) minutes prior to the scheduled start time, and **backward** seven (7) minutes after the scheduled end time.
 - Employees are not subject to overtime if their clock-in time is less than seven (7) minutes before the scheduled start time; and
 - Employees are not subject to overtime if their clock-out time is less than seven (7) minutes after the scheduled end time.

While all overtime must be approved in advance, the payment of overtime is required for all hours worked whether approved or unapproved; however, failure to obtain prior approval for overtime hours may be grounds for disciplinary action.

Please remember, in accordance with the District's Policy and Procedures Manual, "employees are expected to arrive at their work location on time".

It is also important to understand, these time-clock calculations do not constitute "grace periods" for reporting to work late, leaving work early and deviating from actual scheduled start or stop times. Employees are expected to be at their assigned workstation and ready for duty at the beginning of their scheduled shift and likewise be at their workstation until the end of their scheduled shift.

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For example, if an employee's scheduled start time is 8:00 a.m., clocking in at 8:02 a.m. is considered tardy for attendance purposes. If an employee's scheduled shift end time is 8:00 p.m., punching out at 7:58 p.m. is considered leaving early.

If you have any additional questions concerning this information, please contact your Supervisor or Human Resources.