

POLICY

Full-time administrative staff's basic workweek will consist of thirty-five hours, seven hours per day, five-day, five days per week. However, responsibilities of a position will at times, require in excess of these hours.

Full-time managerial/technical staff and clerical staff will work a seven-hour day, thirty-five hour week.

Full-time custodial, maintenance, crafts and security employees of the Physical Plant Department and the Health and Physical Education Department will work an eight-hour day, forty-hour week except those in work situations as stipulated in negotiated agreements. The systems and procedures for recording and reporting employees' work hours shall be as developed and implemented by the administration.

All part-time, non-teaching staff's work schedules will be governed by approved work schedules at their time of employment.

All regular full-time, non-teaching staff will be granted no more than a one-hour nor less than a one half-hour lunch period. Only those lunch periods agreed upon in bargaining unit contracts shall be less than one hour. All regular full-time, non-teaching staff will be required to take the appropriate lunch period.

Lunch periods for all part-time non-teaching staff, if appropriate, will be governed by the approval granted at time of employment.

Any department head who wishes to modify the above-cited work schedule and lunch period to meet particular requirements of a department must obtain approval from the College Human Resources Office.

If the specifics of this policy are at variance with the terms and conditions of a relevant collective bargaining agreement, the terms and conditions of such agreement shall take precedence.

ADOPTED: February 28, 1966
Revised: November 25, 1974
Revised: August 25, 1980
Revised: February 28, 2000

PROCEDURE

1. Introduction:

Federal and State laws require that employers keep accurate records of employee hours worked. Good management procedures require that a procedure of record-keeping and reporting of hours worked, which serves as the basis for payment of salaries, be accurate, efficient and equitable.

2. Purpose:

To provide a time and attendance recording and reporting system which accurately and efficiently accomplishes this purpose.

3. Method of Implementation:

- a. Manual System: Employees whose time and attendance is recorded and reported manually will prepare a Daily Time Sheet (Form FB-10) reporting hours worked each pay period, by inserting:
 - (1) Name, Department, Pay Period ending date.
 - (2) Hours worked each day by inserting appropriate "IN" and "OUT" times.
 - (3) Absences and reason, i.e. "Sick", "Vacation", "Holiday", "Personal", or "Without Pay".
 - (4) Approved overtime hours, and annotation "Overtime Pay" or "Compensatory Time", in Comments Column and cite circumstances requiring overtime.
 - (5) Sick Leave: In "Balance Brt. Fwd." space, report total accrued, unused at beginning of pay period; in "Earned" space, report fraction of day earned during the pay period, if employee is not in an annual pre-credit job category; if sick leave is used during the pay period, insert 1/2 or 1 day notation against the appropriate work day/s; total the sick days used during the pay period and deduct this amount from "Current Balance" and insert "Balance at End" of pay period.
 - (6) Employee will sign Daily Time Sheet, attesting to the accuracy of all entries and submit to supervisor. An employee who willfully falsifies entries will be subject to disciplinary action which may include dismissal for cause.
 - (7) Supervisor will review Daily Time Sheet of each assigned employee for accuracy and clarity as prepared and certify its correctness by placing initials in the appropriate space on the form.

The original copy of the form/s will then be submitted to the Payroll Office on the designated day for payroll action; second copy will be retained in departmental records and the third copy will be given to individual employee.

- b. Time Clock System: Custodial, Maintenance, Crafts and Security employees of the Physical Plant Department will record their daily working hours by registering their individual time cards with the time clock installed and provided for this procedure, as follows:
- (1) Supervisor shall check the time device, in the time clock, for accuracy at least once each work day.
 - (2) Supervisor shall have a time card prepared for each covered employee, as follows, and make same available for employees' use at the start of each pay period:
 - (a) Name, Activity.
 - (b) Social Security Number.
 - (c) Pay Period ending date.
 - (3) Individual employees will register, upon their clock card, their time worked each working day as follows:
 - (a) Before starting work, register "IN".
 - (b) If leaving campus for the meal period, register "OUT" before leaving and "IN" upon return.
 - (c) After completing work, register "OUT".
 - (4) An employee who inadvertently fails to register his/her time card either "IN" or "OUT" must request the supervisor to approve his/her time card for the time not registered.
 - (5) An employee who willfully registers another employee's time card, or who permits his time card to be registered by another or who tampers with or otherwise hinders the procedures for the proper registering of time cards will be subject to disciplinary action, which may include dismissal for cause.
 - (6) An employee who experiences a functional disorder of the time clock system will immediately report same to the supervisor.
 - (7) Supervisor shall examine time card registrations daily for employee punctuality, attendance, discrepancies in the system, etc. Problems and discrepancies will be resolved by the supervisor in a timely manner to include employee counseling and recommendations for management action.

- (8) Supervisor shall have registered time cards collected at the close of each pay period, review same for accuracy, absence/tardiness patterns and for salary adjustment actions.
- (9) Supervisor shall transfer the hours worked information, on the individual employees' time cards, to a Daily Time Sheet (Form FB-10) for individual employees, in accordance with the procedures contained in Section 3a above, "Manual System".
- (10) Supervisor shall retain registered employee time cards as departmental records for a minimum period of three (3) fiscal years.

4. General:

Punctuality and regularity of attendance on the job are important to the employee because these factors are considered in evaluating employee performance and they are essential to the proper functioning of the College. While consideration will be given for absence or tardiness which is beyond the control of the individual, excessive and chronic violations are considered serious deficiencies. If an emergency causes an absence or tardiness of more than a half hour, the supervisor must be advised of the situation by telephone.