POLICY: Rural/Metro is committed to maintaining accurate time recording and payroll information for all of its employees and to ensure that all employees are being paid for all work performed and in accordance with all applicable federal and state laws.

RESPONSIBLE OFFICER: Senior Vice President of Human Resources

PROCEDURE:

I. USE OF DIGITAL KIOSK AND MANUAL ENTERIES

All Rural/Metro personnel are responsible for punching in and out for their scheduled shift utilizing the Net Scheduler Digital kiosk at their assigned location or via approved method. Employees who have an unpaid lunch break are also required to punch out and back in utilizing the Digital Net Scheduler kiosk or approved method.

A. There are certain instances when an employee cannot use a Digital Kiosk. These times may include:

1. A malfunctioning Kiosk
2. An off-site Training Session or Meeting

B. Where there is a valid reason for not clocking in, such as those above the employee should seek out a Supervisor or other Manager immediately to verify and correct the problem.

II. CLOCKING IN

All non-exempt, hourly employees are required to clock in for their shifts via the Net Scheduler time keeping system. Because Net Scheduler is set on a 7-minute timeframe, employees generally may not clock in more than 7 minutes before their scheduled start time.

A. Clocking in Early with Supervisor Approval - If an employee is asked to begin work more than 7 minutes early, supervisor approval is required. The Net Scheduler System will prompt the employee to acknowledge that they are clocking in early, select the Supervisor, select a Reason Code, and add a run number or other explanation:
B. Clocking In Early for Convenience (where applicable) – Net Scheduler allows employees to punch in early for their convenience. When employees utilize the “Convenience Punch” feature, if true, they must acknowledge that they are clocking in early and that they will not begin working until their assigned shift time (as shown below), and employees may not perform any work of any kind, including, for example, cleaning, inspecting vehicles and equipment, stocking vehicles, or any other “chores” or tasks of any kind. Employees found to be performing work-related duties without authorization or without accurately recording their time will be compensated; however, they will be subject to corrective action.

I hereby acknowledge that I am clocking in earlier than my scheduled start time for my personal convenience. I fully understand I am not to work prior to my scheduled shift start time in any capacity. I further acknowledge I will start working at my scheduled shift start time and not be tardy.
III. CLOCKING OUT

When an employee clocks out more than 7 minutes past their scheduled end-of-shift time they must follow one of the options detailed below depending on the reason for punching out late:

A. Clocking Out Late With Supervisor Approval Or For Business Reasons – If an employee has been asked by a supervisor or the work necessitates that an employee work past their scheduled end-of-shift time, the employee must acknowledge that they are punching out late and, as applicable, select the Supervisor requesting that the employee work past their scheduled end-of-shift time, indicate the Reason, and enter the Run Number and add Comments, as shown below:

B. Clocking Out Late for Convenience – Net Scheduler in some locations allows employees to punch out after their scheduled end-of-shift time for their convenience. When employees utilize the “Convenience Punch” feature, if true, they must acknowledge that they are punching out late but that they have not performed any work of any kind after their scheduled shift end time:
IV. WORKING OFF THE CLOCK

Working off the clock is strictly prohibited and should immediately be reported to management. Employees who believe they are being asked or pressured to work off the clock have a duty to report that to Human Resources. Supervisors and Managers found to have required or permitted an employee to work off the clock will face disciplinary action up to and including termination of employment.

V. MISSED PUNCHES

When an employee does not clock in or out for a shift, the Net Scheduler time keeping system will prompt the employee to record the time of the missed punch and to indicate the reason for the missed punch. The employee will need to enter the time they should have clocked in and the name of their supervisor.

In areas where other approved time keeping methods are used the employee is responsible for notifying their supervisor and verifying their missed punch to be recorded.

Employees are required to clock in and out for all shifts including lunch breaks, if applicable. Failure to properly clock in/out during the work day may be subject to corrective action.

VI. FALSIFYING TIME

It is strictly prohibited to have an employee clock in or out for another employee.

Any employee found to have falsified their time or another employee’s time (including failing to record or inflating time worked), failing to clock in or not submitting time cards when due is considered a breach of policy and will be subject to discipline up to and including termination of employment.

Approved by: ___________________________ Date: 9/14/11

President and Chief Executive Officer