

Section I - Purpose

To ensure that the City and its employees are in compliance with Federal, State, and City regulations and guidelines for tracking and reporting attendance and that the City is using best practices in timekeeping.

Section II - Objectives of Time and Attendance Policy

This policy defines the roles, responsibilities, and methods used to ensure the City is tracking and reporting attendance in compliance with applicable laws and regulations. It also ensures each individual employee is accountable for reporting and tracking time and attendance accurately and consistently throughout the organization so that pay is issued timely and accurately. Leave requests will be handled consistently and equitably in all departments.

Section III – Scope and Applicability

This policy applies to all City of Hagerstown employees; full time, part time, seasonal, and contractual.

Section IV – Method of Recording Time Entry

All City of Hagerstown employees will report their actual hours worked and leave taken in the City’s automated time and attendance system. The reports generated by this system are the official records for the hours worked and leave used by all employees of the City.

Section V – City Wide Payroll Requirements

- A. The City records weekly pay periods which begin at 12:00 a.m. each Monday and end at 11:59 p.m. each Sunday with the exception of the Fire & Police departments.
- B. All time entry submittals and approvals must be complete by noon on Monday or as otherwise defined by the Finance Department.
- C. For all employees, requests for leave should be submitted through the time and attendance system.

Section VI – Roles and Responsibilities

Timekeeping roles must be assigned by the Chief or Director of a department and communicated in writing to the Finance Department.

- A. **Employee** – Each employee is responsible to truthfully and accurately report hours worked and leave taken into the time and attendance system. Each employee is responsible for submitting an electronic weekly timecard to their time approver for approval by their departmental deadline.

- B. **Time Approver** – The Time Approver, typically a supervisor or manager, is responsible for approving and ensuring the accuracy of the electronic time card submitted by the employee. The Time Approver is responsible for ensuring approved time is in compliance with City policies, applicable Collective Bargaining Agreements (CBA) and all applicable State and Federal laws [e.g. Workers’ Compensation, Family Medical Leave Act (FMLA), Fair Labor and Standards Act (FLSA)].
- C. **Timekeeper** – The Timekeeper is responsible for verifying that each employee has submitted a weekly time card that has been approved by the appropriate time approver.
- D. **Chief or Director** – Each department Chief or Director is ultimately responsible for ensuring the complete compliance with the established time and attendance policy and procedures.

## Section VII – Time and Attendance Tracking Methods

### A. **FLSA Non-Exempt Classified Employees**

1. Employees in positions that are classified as **Non-Exempt** are paid on an hourly basis and are, by law, entitled to overtime compensation as defined by the Fair Labor and Standards Act.
2. Employees who are classified as FLSA non-exempt are required to use the clocking in/out method or the dynamic scheduler for recording hours worked.
3. Each employee is responsible for clocking in and out at the appropriate scheduled times. The employee is responsible for understanding the rounding features of the system. Time clocked in or out will not be adjusted due to rounding.
4. Employees may not clock in earlier or later than the six (6) minute window granted at the start or end of their scheduled shift without supervisor approval. (For example, if an employee’s start time is 7:00am, clock in may occur from 6:58am to 7:03am). Employees attempting to work unauthorized overtime shall be subject to progressive disciplinary action.
5. Employees who receive an unpaid lunch break in their normal scheduled shift are required to clock out/in for meal time utilizing the time and attendance system or dynamic scheduler.

### B. **FLSA Exempt Classified Employees**

1. Exempt level employees, by the nature of the job, can be expected to regularly work more than 40 hours a week and are exempt from receiving overtime compensation.

2. Exempt level employees are expected to record their scheduled hours directly on the timecard. All leave should be submitted through a leave request per Section V.
3. Exempt level employees are responsible for submitting their completed electronic timecard in the time and attendance system each week for supervisor approval.

#### Section VIII – Corrections and Discrepancies

- A. Manual corrections may be made by the time approver in cases of legitimate errors such as forgotten punches, entries and/or time record malfunctions.
- B. If an error occurs, the employee is to notify their supervisor or timekeeper as soon as possible.
- C. If an employee disagrees with the time recorded in the automated time and attendance system, they will review the issue with their time approver.
- D. Continuous missed and late punches not attributed to the time and attendance system may be subject to disciplinary action.
- E. Any requests for adjustments or corrections to pay for prior pay periods must be reported to the time approver. The department Chief or Director will send the request for adjustment or correction to the Finance Department for entry.

#### Section IX – Tampering and Falsification

- A. Any attempt to tamper with and/or falsify the timekeeping hardware, software, or any associated records is a serious offense that could result in termination of employment. Any attempt by an employee to record time for another employee, or alter or modify in any way the time record of another employee may be subject to disciplinary action up to and including termination.