

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 106.05
SUBJECT: WAGE AND SALARY PLAN	INITIAL EFFECTIVE DATE: 11/08/16
TITLE: RECORDING OF TIME WORKED	LAST REVISION DATE: 11/19/18

ADMINISTRATIVE DIRECTIVE:

The Fair Labor Standards Act (FLSA) requires employers to keep records on wages and hours worked. The City of Denton has elected to use an automated timekeeping system as a means to track time worked for non-exempt employees.

The FLSA requires employers to pay non-exempt employees for all hours worked, so it is important for employees to clock in and clock out appropriately. Early or late clocking in/out will not be permitted, unless the employee is actually working. Reference policy no. 106.04 – Overtime for information on working more than 40 hours per workweek.

Misrepresentation of time worked, clocking in/out for a co-worker, working off the clock, or falsifying City records may be considered fraud and may result in disciplinary action, up to and including dismissal.

I. ROUNDING

It is permissible to round the employee's start time and stop time under the FLSA when used in such a manner that it will not result, over a period of time, in the failure to compensate properly for all hours actually worked by non-exempt employees. The City of Denton's timekeeping system records time to the nearest quarter of an hour (15 minutes). The 7-minute rule comes into play when rounding the employee's start time and stop time based on 15-minute increments. Employee time from 1 to 7 minutes may be rounded down, and thus not counted as hours worked, but employee time from 8 to 14 minutes must be rounded up and counted as a quarter-hour of work time.

Example:

Time Clocked In	Time Rounded To
<i>Assumes an 8:00 a.m. start time</i>	
Between 7:45 a.m. - 7:52 a.m.	7:45 a.m.
Between 7:53 a.m. - 8:00 a.m.	8:00 a.m.
Between 8:00 a.m. - 8:07 a.m.	8:00 a.m.
Between 8:08 a.m. - 8:15 a.m.	8:15 a.m.

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Time Clocked In	Time Rounded To
<i>Assumes a 5:00 p.m. stop time</i>	
Between 4:45 p.m. - 4:52 p.m.	4:45 p.m.
Between 4:53 p.m. - 5:00 p.m.	5:00 p.m.
Between 5:00 p.m. - 5:07 p.m.	5:00 p.m.
Between 5:08 p.m. - 5:15 p.m.	5:15 p.m.

II. DAYLIGHT SAVINGS TIME (DST)

A non-exempt employee working on a shift when daylight savings time goes into effect or ends will be paid the actual number of hours worked on that shift.

When moving the clock forward, non-exempt employees who are working during the time change will be short one hour (assuming no overtime is worked in the same workweek). In order for these non-exempt employees to not be short one hour, department heads may authorize them to work an extra hour in the same workweek as DST, or they can take an hour of accrued vacation.

When DST ends and clocks are set back one hour, non-exempt employees who are working during the time change will be eligible for an extra hour of pay unless their start/end time is adjusted to account for the time change. That extra hour should be paid at time and ½ if the total hours worked in the week exceed 40 (or comparable hours for Fire). Refer to the Overtime policy #106.04 for calculation of hours.

III. MAKING CORRECTIONS TO EMPLOYEE TIME RECORDS

Under the FLSA, employers have the ultimate responsibility for maintaining accurate records of work hours. While most employees will be responsible for keeping track of their work hours, it is important for supervisors to ensure this information is accurate. For this reason, supervisors and/or timekeepers have permission to change employee time records under certain circumstances, but they must ensure the time record accurately reflects the time actually worked.

Circumstances where it is permissible to change an employee's time record include:

1. When an employee forgets to clock in or out in the automated time system - In this case, the supervisor and/or timekeeper may enter the employee's time to ensure the employee is paid correctly.
2. When an employee is sick - The supervisor and/or timekeeper may change the time record

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to reflect paid sick time instead of time worked.

3. When a timeclock malfunctions - The supervisor and/or timekeeper may correct or enter missing data.

Under no circumstances should a supervisor or timekeeper change a time record to show fewer or more hours than actually worked.

IV. PAY ERRORS

Employees should refer to policy no. 106.01 – Procedure for Receiving Pay in the event of a paycheck error.