

Department Rules

Subject: Written Time Card

Revised: 03/08/2017

When the Time Clock System is not available, it is the responsibility of each employee to accurately complete his or her time card on a daily basis and to review and verify that his or her time card is correct upon the completion of each pay period.

Procedure for Implementation:

1. When the Time Clock System is not available, a written time card shall be provided to each employee at the beginning of each pay period.
2. Employee time cards are to be posted in an area of the kitchen where they are visible and accessible to all kitchen employees. For their personal security, each employee is encouraged not to print their social security number on the time card.
3. The employee must accurately complete his or her time card on a daily basis and print the Total Actual Hours Worked at the conclusion of each work week.
4. A 30-minute unpaid lunch break shall be taken by an employee who works five or more hours per day. Employees must record the lunch break on their time card.
5. When the work load permits, one paid 10-minute break may be taken by an employee each morning.
6. Employee breaks may not be combined together or taken at the end of the work day.
7. The immediate supervisor and employee must each ensure that no work is performed while the employee is "off the clock" and the employee is fully compensated for all work hours completed.
8. Employees shall monitor their own work hours and immediately report all errors or needed corrections to their kitchen manager or direct supervisor.
9. The kitchen manager or direct supervisor shall monitor the work hours of their subordinates and make corrections on the written time card as needed.
10. All corrections and modifications made on the time card must include the initial of the employee and his or her supervisor. He or she should also include additional comments when clarification is needed.
11. At the completion of the pay period, an employee signature is required to signify that the employee has reviewed and verified that his or her time card is correct. Failure to sign the time card may result in the delayed payment of employee wages.
12. The signature of the kitchen manager or immediate supervisor is also required to signify that he or she has reviewed the signed employee time card and approved it for payment. The original time card shall be completed and submitted to the Field Supervisor's office by the first work day of the next pay period.
13. Each employee will receive a copy of the department rules during new hire orientation. A current copy of the rules, including updates and revisions, will be posted on the department website.
14. Kitchen managers and department supervisors shall monitor employees and ensure compliance to all district and department policies, procedures, and rules.
15. Failure to follow the procedures as specified herein may result in disciplinary action, which may include termination of employment.