Clock-In/Clock-Out Procedure

This Clock In Clock Out Policy is meant to provide timekeeping requirements and best practices for all eligible employees.

Eligible Employees

Eligible employees include:

- Hourly full-time
- Hourly part-time
- Non-exempt salaried

All eligible employees are required to record their hours using Skyward. Employees are required to clock in at or before their scheduled start time. If they are late, they must notify their supervisor per Auburn School District policy and PSEA Collective Bargain Agreement. Employees are not allowed to clock out prior to the scheduled end of the shift, unless authorized in advance by a supervisor or need to leave due to illness or emergency.

Procedures

Eligible employees must submit their time using Skyward each workday. Section 10.1 of the Collective Bargaining Agreement requires employees to enter their absence into Skyward within 48 hours of returning to work. Each time record must show all hours worked, all break times, leave time, and every clock in and clock out. Employees are expected to clock in before their scheduled start time and not clock out until their scheduled departure time. Employees are required to clock out for breaks longer than 15 minutes and are required to clock in when their scheduled break time has ended.

If an employee is unable to clock in or clock out, they cannot ask a colleague to do so for them. An employee must email a request to the custodial supervisor and the office manager of the maintenance and operations department, explaining why they were unable to clock in or out and the punch time that should have been recorded. Employees who miss a punch, regardless of the reason, must submit this request within one business day of the missed punch.

Employee hours will be rounded, in compliance with the Fair Labor Standards Act (FLSA).
The district will round employee hours to the nearest quarter-hour. Example time records:

- Clock in at 8:06 AM rounded to 8:00 AM
- Clock in at 8:12 AM rounded to 8:15 AM
- Clock out at 4:58 PM rounded to 5:00 PM
- Clock out at 5:19 PM rounded to 5:15 PM

By submitting a time record to their supervisor, an employee certifies the accuracy of the time record. A supervisor will review the record for accuracy before submitting it to the Payroll Department.

Violations of this Policy

Failing to clock in or clock out, or having a technical error in doing so, will not result in disciplinary action unless it becomes routine. Disciplinary action may also occur when employees are found to: “buddy punch,” asking a colleague to clock in or out for them, clocking in or out at the request of another employee, clocking in or out in a location other than their assigned work site, or using a non-district device to clock in or out.

Disciplinary action will follow these steps:

- **First Offense:** A conversation with supervisor regarding this Policy and further violations.
- **Second Offense:** Letter of Direction from supervisor.
- **Third Offense:** Meeting with Human Resources with written warning placed in Personnel File.
- **Fourth Offense:** Termination.