



Maintenance & Operations Time Tracking Procedure

This Time Tracking Procedure provides consistent timekeeping requirements for:

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

All eligible employees are required to record their work hours using Skyward. Employees are required to clock in at their scheduled start time. If they are late, they must immediately notify their supervisor and the office manager located at the Support Services Center per Late Arrival Procedures for Maintenance and Operations Employees. 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 timesheet using Skyward every week. Each timesheet must show all hours worked, all break times, leave time, and every clock in and clock out. Employees are expected to clock in at 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 must submit a written (email) request to their direct supervisor and office manager located at Support Services explaining why they were unable to clock in or out and the punch time that should have been recorded within one business day of the missed punch.

Employee hours will be rounded, in compliance with the Fair Labor Standards Act (FLSA). Skyward will automatically 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, an employee certifies the accuracy of the time record. Their manager will only review the record for accuracy before submitting it to the Payroll Department. No Support Services employee will modify or approve clock in, clock out or unsubmitted timesheets unless directed by an authorized employee.

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:** The Human Resources Department will be monitoring time tracking concerns which may result in disciplinary action.