

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION TIME AND ATTENDANCE TRACKING

Series: G83A

Reference: Fair Labor Standards Act, West Virginia Code §§18A-4-8,
18A-4-8a & 18A-4-8b; KCS Administrative Regulation G78A

Issued: 04.01.2009

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Revision Number: 1

83.01. Purpose: Kanawha County Schools has implemented an automated time and attendance system in locations in an effort to verify hours worked, and increase payroll accuracy and reporting capabilities. A customized automated timekeeping system will be used and programmed to provide all federal or state required records so those records.

83.02. Scope: The Kanawha County Time Clock policy shall meet the requirement that the covered locations maintain adequate control and monitoring. All Kanawha County physical locations will utilize a time clock for non-exempt employees. Employees in certain professional positions and service job classifications considered to be non-exempt are covered by the Federal Labor Standards Act. The time clocks are located in a conspicuous, convenient and secure area for employee use. Job clocks will be used by bus drivers who take their bus home or do not park their buses at one of the terminals.

83.03. Time Clock Procedures: To provide uniformity, the following procedures shall apply:

83.03.1. Employees shall swipe in at the beginning of the work day/shift and swipe out at the end of the assigned work day/shift.

83.03.2. It will not be necessary to swipe in and out for lunch breaks or any morning or afternoon rest breaks.

83.03.3. Should employees forget, lose or otherwise not have their employee identification card available when swiping in or out, they are required to notify their immediate supervisor as soon as possible.

83.03.4. Continuous failure to swipe in or out and failure to notify the immediate supervisor will result in disciplinary action being taken.

83.03.5. Any deviation from the assigned working hours must be approved in advance by the supervisor.

83.03.6. Punches made within 15 minutes before or after an employee's regular starting or ending time will be rounded to such starting or ending time. All other punches will be rounded based to the nearest

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quarter hour. An employee may not clock in earlier than fifteen (15) minutes prior to the beginning of the shift and may not punch out later than fifteen (15) minutes after the end of the shift without prior approval for overtime. This requirement will be for ordinary circumstances. In the event of an emergency, or supervisor approval, an employee may begin work immediately and a supervisor "edit" will be used to make the appropriate changes.

83.03.7. Employees are responsible for clocking in their own time. Tampering with any timekeeping equipment, interfering with the use of time clocks, attempting to clock-in for another employee (buddy punching), or any inappropriate use of the timekeeping system is considered a serious offense and will result in immediate disciplinary action of employment for involved parties.

83.03.8. An employee will not be permitted to have more than three missed punches per month or disciplinary action will be taken.

83.03.9. Swipe in and swipe out is required for regularly scheduled work time, overtime and emergency call out.

83.03.9.1. When called out for an emergency - time begins when the employee leaves home. The employee should swipe in and out as they do for a normal work day once they arrive at the worksite.

83.03.9.2. The employee should ensure the person calling them for an emergency should note the time and the requestor's name so the appropriate record keeping may be completed (as soon as possible) by the supervisor.

83.03.9.3. Normal policies and practices for overtime will be followed.

83.04. It is the responsibility of the appropriate supervisor to review and approve their department's records by 10:00 a.m. on the day following the end of the payroll.

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83.05. Time records are the property of the Payroll Department. Under normal circumstances, no manager or supervisor should be changing or editing employee punch times. Management, with the employee's acknowledgement only, will do correction of time records. Supervisors will sign a written report that is stored at the location.