ADMINISTRATIVE DIRECTIVE NO. 4.75

EFFECTIVE DATE: October 1, 1983

REVISION DATES: October 1, 1991

SUBJECT: TIME CLOCKS

I. PURPOSE:

A. To insure the standardization of the policy regarding the use of time clocks.

B. To provide notice to all City employees of the City of San Antonio's policy as regards to time clocks.

C. To provide for mandatory policies and procedures wherever time clocks are used. Where time clocks are used, they shall be the official time for determining tardies, etc.

II. RESPONSIBILITIES:

A. Management Services Department:

1. The Management Services Department will be responsible for monitoring the policy, providing interpretations.

B. Departments:

1. Each Department Director shall be responsible for insuring compliance with this policy and maintaining accurate records of punching in/out when time clocks are utilized.

2. Each Department shall be responsible for monitoring time actually worked for pay.

3. Departments shall be responsible for insuring that all exempt and non-exempt employees comply with this policy.

4. Departments shall be responsible for providing employees who utilize time clocks with a copy of this policy and acknowledgement of receipt.

C. Employees:

1. Employees shall be responsible for reporting to their supervisor in writing any time they feel that the time punched in on his or her card is inaccurate. Inaccurate does not mean a difference between the official time clock and some other clock, but means a malfunction in the official time clock itself.

2. Exempt employees who are required to punch in/out are still responsible for completing assignments as instructed by their supervisor (regardless if they have punched in/out).

III. DEFINITIONS:

A. Punching In: When time clocks are utilized, they must be available for employees to punch-in for starting of work at least ten minutes prior to work time but not earlier. For example: If the employee's work schedule is 7:45 A.M. to 4:30 P.M. the employee may punch-in starting at 7:30 A.M. but, shall not start working until 7:45 A.M.

B. Punching Out: Employees will punch-out for lunch if required by the department unless instructed otherwise by their supervisor. At the end of each employees scheduled shift the employee will punch-out. Once an employee has punched out they shall not continue to work.

C. Actual Hours Worked: Time that an employee actually works (any actual time worked beyond the scheduled work shift must be approved by the supervisor prior to the employee working).

D. Non-Working Time: Employees who punch-in before their regular starting time, or punch-out, but, remain at the job shall not be paid for such periods provided, of course, that they do not engage in any work.

E. Bona Fide Meal Periods: The employee must be completely relieved from duty for the purpose of eating regular meals. Bona fide meal periods are not worktime. If the employee is required to perform duties while they are at lunch this would be considered time worked.

F. Breaks: Coffee breaks or time for snacks are not bona fide meal periods. These are rest periods.

IV. POLICY AND PROCEDURES:

A. Authorization for Overtime:

1. Employees are prohibited from working beyond their scheduled shift unless expressly authorized by their supervisor. Violation of this provision shall be considered failure to follow instructions and shall be subject to disciplinary action.

B. Punching In/Out:

1. Employees shall punch only their own time cards. Employees may not punch in/out for other employees.

2. Any employee who was on the job on time but failed to punch the time clock prior to starting work must receive verification by the department's authorized supervisor. On failure of employee to punch time card, times should be written on the employee's punch card and initialed by the supervisor based on available information and the employee shall be disciplined for failure to punch in/out in accordance with the disciplinary table in paragraph V. Supervisors are responsible for monitoring actual work time, in particular when employees fail to punch in or out.

3. Employees receiving a bona fide lunch period will be required to punch out and in. Exceptions to the punching out and in for bona fide lunch periods must be approved by the Department Director.

V. DISCIPLINARY ACTION:

A. Failure to punch in/out shall result in the following disciplinary action (based on January-June and July-December cycles).

1. First incident-verbal counseling

2. Second incident-written counseling

3. Third incident-written reprimand

4. Fourth incident-one day suspension

5. Fifth incident-two day suspension

6. Sixth incident-four day suspension

7. Seventh incident-dismissal action

B. Employees may not punch in/out for other employees. Doing so will result in an automatic one day suspension. Punching of wrong card must be brought to the immediate attention of the supervisor to avoid discipline.

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C. Any employee that begins working before the start of the scheduled shift or continues working beyond the end of the scheduled shift without express authorization from a supervisor may receive disciplinary action.

D. Any supervisor that fails to enforce any of the provisions of this policy may receive disciplinary action.

This directive supercedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Employee Services Division of the Management Services Department at 299-7294.

George K. Noe
Director of Management Services

10-1-91
Date

Alexander E. Briseno
City Manager

10-1-91
Date

CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM
FOR

ADMINISTRATIVE DIRECTIVE 4.75
Time Clocks

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.75, Time Clocks. I understand if I should have any questions I should contact my Human Resources Generalist.

_____	_____
Employee Name (Print)	Department
_____	_____
Employee Signature	SAP ID #