



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

Department of Facilities Operations

Facilities Operations Department Policy

Subject: Timekeeping Practice and Procedures

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Policy:

This policy provides further guidance on how Facilities Operations will implement OSP and UNCG policies for obtaining and maintaining timekeeping records.

Procedure:

The following procedure will be followed by all Facilities Operations employees that are subject to overtime.

- All employees that are eligible for overtime will punch a time clock.
- Employees may only punch their own time card. To avoid inadvertently swiping another employee's card, Facilities Operations uses Touch ID technology. This technology uses the swirls in the ridges on a person's finger to generate an identification number. The system only stores that number and can not reproduce an image of the finger print. This system is used to verify proper swiping of cards and as the employee's signature.
- It is the employee's responsibility to ensure their time card is punched at the beginning and at the end of their shift and **for all other hours worked.**
- Employees who fail to punch their time card will be required to provide the correct time and date on a leave request form with authorization of their supervisor by close of the workday. Recurring instances of failure to punch time card will result in disciplinary action.
- Employees may punch in **up to fifteen (15) minutes before** the stated beginning of their scheduled shift. This window of time rounds to your scheduled start time. This does not mean an employee can leave fifteen (15) minutes early nor they will receive fifteen (15) minutes overtime.

- Employees punching in after the stated beginning of a shift, but less than seven (7) minutes after the beginning time will be considered **tardy**. No punch time adjustments are made for being **tardy**. **Recurring tardiness will result in disciplinary action.**
- Employees punching in eight (8) minutes or more after the stated beginning of a shift are considered late. The employee will submit a leave slip to their immediate supervisor that work day for any time missed.
- No employees will punch out prior to the ending of their stated shift without supervisory approval and using their leave time. Employees leaving the boundaries of the campus on personal business during normal working hours are required to clock out when leaving and to clock back in upon their return to work. This includes leaving campus for lunch.
- Leave request forms are required for hours not worked. The leave request forms are available from your supervisor or your timekeeper.
- Punching out more than ten (10) minutes after the stated end of a shift may result in overtime.
- Overtime sheets must be signed by the employee and the supervisor to verify that all hours are correct.
- Planned overtime must be approved by the Assistant Vice Chancellor for Facilities Operations. Overtime will normally be accrued as compensatory time unless the employee specifically requests to be paid.
- An employee can accumulate no more than 40 hours of compensatory leave. Compensatory time must be used before any other leave (vacation or sick leave).
- If you chose to take a half hour lunch it must be permanent. Your lunch must be approved by your supervisor and consistent.
- **All employees that work more than six hours in a day are required to take a lunch break. The only exception to this rule is an extreme emergency and only then with the permission of your supervisor. The supervisor should then notify the appropriate timekeeper.**