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|  | Montana Mental Health Nursing Care Center Policy Manual | Policy Number | 418 |
| | | Original Date | 02/17/1998 |
| | Department: Personnel | Revised Date | 01/09/2014 |
| | Time Clock Usage | | |

POLICY:

Designated employees will utilize the time clock to record hours worked.

PROCEDURE:

1. After clocking in on the time clock at the time they are scheduled to begin work, employees will be in their work area on time as determined by each specific department.
2. Employees who use the time clock will clock in no sooner than five (5) minutes before their scheduled work shift.
 - A. If an employee clocks in more than five minutes before the start of their scheduled work shift, he/she may be in overtime status. Overtime must be approved in advance by the supervisor.
 - B. If an employee clocks in one minute or more after the start of the work shift, he/she will be considered tardy in accordance with Policy #409.
3. Employees will remain at their work area until the time they are scheduled to complete their work shift.
4. Employees who use the time clock will clock out no later than five minutes after the end of their scheduled work shift.
 - A. If an employee clocks out more than five minutes after the end of the scheduled work shift, he/she may be in overtime status. Overtime must be approved in advance by the supervisor.
 - B. If an employee clocks out before the end of their scheduled work shift, this will be considered an unexcused absence. Leave without pay may be assigned for the period of the unexcused absence.

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5. If an employee does not clock in when they work, they must contact their supervisor immediately.

6. If an employee leaves the facility during their work shift for personal reasons, he/she must clock out when leaving and clock in when returning. The employees' supervisor must approve any leave during the shift, prior to the employee leaving.