

District: West Point Consolidated School District
Section: G - Personnel
Policy Code: GBRCB - Timeclock Procedures

STAFF TIME RECORDS

The work week for the West Point Consolidated School District begins on Sunday and ends on Saturday. Time records for every district employee shall be maintained through the use of time clocks and time attendance software. All time records will be maintained at the Superintendent's Office.

Employees shall furnish all information requested for accurate time records and shall record the exact time of arrival and departure from work in the time clock system.

CONSEQUENCES FOR FAILURE TO CLOCK IN/OUT

Employee failure to clock in/out will result in the following consequences *per each payroll period*:

- First Occurrence - Verbal warning from supervisor
- Second Occurrence - Written warning from supervisor
- Third Occurrence - Meeting with supervisor
- Fourth Occurrence - Written warning from the Superintendent
- Fifth Occurrence - Review of record by Superintendent with possible termination

At the beginning of a new payroll period, every employee's record will reset to zero incidents.

Employees should clock in/out and submit a time edit request in the time clock system immediately upon realization of failure to clock in/out. The employee should then complete the "Failure to Clock In/Out Form" and sign the form along with their supervisor at the time of occurrence. Emergency situations will be reviewed on an individual basis to determine if an incident has occurred.

Further, it is the employee's responsibility to enter his/her time edits and leave requests in the time clock system. Any time unaccounted for will be docked from his/her payroll check for that pay period. If the employee makes a correction for the unaccounted time for which he/she has been docked, reimbursement may be issued with the following month's payroll:

1. An employee's pay may be docked for failure to enter a leave request which results in time reported as not worked.
2. An employee's pay may be docked for failure to request an edit or entering an edit incorrectly, which results in time reported as not worked.
3. An employee who has two job descriptions (i.e. Teacher/Tutor), must clock in/out under the correct job.

EMPLOYEE INCENTIVE PROGRAM

Each staff member of the department/school with the least incidences will be rewarded with an additional day of sick leave at the end of the semester. First semester rewards will be allocated in January and second semester rewards will be allocated in June. No department may be rewarded more than once per fiscal year.

**WEST POINT CONSOLIDATED SCHOOL DISTRICT
FAILURE TO CLOCK IN/OUT REPORT**

School/Department _____

Employee Name _____

Social Security Number _____

Date/Time of Failure to Clock _____

Please mark one of the following as reason for failure to clock in/out:

___ Forgot to clock in

___ Forgot to clock out

___ Other (explain) _____

___ Emergency situation - please give detailed explanation: _____

Based on policy GBRCB, every employee's record of incidents will be cleared to zero at the beginning of the next payroll period.

___ First occurrence - Verbal warning from supervisor

___ Second occurrence - Written warning from supervisor

___ Third occurrence - Meeting with supervisor *Date _____ Time _____ of meeting*

___ Fourth occurrence - Written warning from the Superintendent

___ Fifth occurrence - Review of record by Superintendent with possible termination

Employee Signature/Date

Supervisor Signature/Date

Adopted Date: 10/13/2015

Approved/Revised Date: 2/10/2020