

Time Clock Policy & Procedures

For All Hourly Employees

Effective 5.1.19

Policy: The law requires that all non-exempt personnel record daily hours worked. These hours are recorded in AcroTime (an Internet-accessible hosted workforce management system) and employees are responsible for its accuracy. Employees may not clock in or out for another person. Falsification of timesheets is strictly prohibited and will result in disciplinary action up to and including termination.

Purpose: To establish guidelines for hourly employees to have a record of hours worked using Acrotime, our web-based timekeeping system.

Procedures

The following regulations will apply:

1. Employees are required to clock in prior to their assigned start time, and must clock out when they go off duty.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Unless permission to do otherwise by the employee's supervisor, no employee may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Employees may not clock out more than 5 minutes prior to, or 5 minutes following the end of their work time.
4. Clocking in within the time-frame specified in item three, will be calculated as an on-time report for duty.
5. Employees will be paid from time sheets verified by actual recorded times in Acrotime. Any adjustments to the recorded time must be approved by the employee's supervisor. Employees will be accountable to their CD for any manual changes submitted.
6. Employees must clock out for their designated lunch time.
7. Employees should remain clocked in for mandatory meetings (clinic meetings, triad meetings, and all staff meetings).
8. Employees who have actual working hours in excess of 40 hours per week will be paid time-and-a-half for all time exceeding 40 hours.
9. Except in emergency circumstances, prior permission to work overtime should be approved by a supervisor.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face immediate termination.

Paid Time Off

PTO Policy:

- Use PTO for anything, to meet your individual needs.
 - When you are sick (day of or in advance)
 - For vacation (in advance)
 - To make your minimum amount of hours
 - Other needs
- Request PTO in iPS
- Be aware of your balance and do not leave it all to the end of the year.
- All leave must be exhausted before using Leave Without Pay (unless minimum weekly hours worked has already been met).
 - Full-Time: 36 hrs minimum per week
 - Part-Time: 20 hrs minimum per week
- At the end of the year:
 - You may carry over a maximum of 40 hours of PTO into the next year.
 - In addition, you may be paid out a maximum of 40 hours.
 - Beyond those hours, pay is not granted in lieu of PTO.
- If there are any left-over PTO hours, you can choose to donate them into a central PTO Bank.
 - SEE PTO DONATION POLICY
- Taking PTO in advance is not permitted.

PTO Requests

- Check the Time Off Calendar in iPS and in your clinic before placing your time off request.
- **Submission Deadlines**
 - **If missing time due to sickness, submit PTO request on day of absence or ASAP.**
- **For absences known in advance:**
 - **If requesting 1-2 days of vacation – Submit a minimum of two (2) months in advance**
 - **Requesting 3 or more consecutive days vacation – Submit three (3) months in advance.**
- **Include departure date and return-to-work date in the Comments section.**
- Only one person in the same job category at the same clinic can take off per shift.

- Employees are allowed to trade shifts **within the same pay period**.
 - Shift trades need to be approved by your CD.

- Due to the nature of our business, PTO is normally approved and encouraged during slow periods. Generally, due to operational requirements, the Company would prefer that PTO be taken at times other than holiday weeks and between Thanksgiving and Christmas.