



CITY OF LOWELL TIME CLOCK POLICY

The City is required to keep accurate records of the hours worked by nonexempt employees. Time clocks provide the simplest and most accurate way to do this. If you are required to record your work hours electronically, the following practices must be adhered to:

You are required to record your time twice daily:

1. When you report to work but not earlier than your scheduled start time; and
2. When you leave for work at the end of the work shift.

If your lunch period is not paid, a third and fourth recording of time (when you leave for and return from your lunch period) is required.

Since your wages are computed directly from this record, it is important that you observe the following:

1. Record your time only on the recorder to which you are assigned.
2. Notify your supervisor immediately if you have difficulty in recording your time. Your supervisor will initial your time card if the time recorded requires modification.
3. Do not permit another employee to record your time for you. Likewise, do not register another employee's time.
4. Do not handle, alter or tamper with another employee's time card.
5. Supply your supervisor with any requested sick leave notes, City mandated training or testing, or medical examinations etc. which excuse you from any portion of your regular work schedule. This information will be attached to your time card for the week the event occurs.

Management has the discretion to authorize an employee to record their overtime hours manually, in the event that an emergency (except for snow) precludes the employee from punching in. Otherwise, scheduled overtime hours must be recorded through the time clock.

Any abuse, tampering, or misrepresentation of employee work hours or other violations of this policy, will result in disciplinary action, up to and including suspension and/or termination. Serious acts of misconduct may result in criminal charges and prosecution.