I. POLICY STATEMENT
This policy establishes responsibilities and procedures for timekeeping and time clock use in Plant Operations. Time clock use will increase administrative efficiency, facilitate more timely and accurate payroll outcomes, and move timekeeping operations from a current labor intensive manual paper-card based program to an employee ID card based swipe system. The University will provide time clocks or similarly time clock functionality programmed computers for assigned staff to swipe in and out recording their regular and modified work schedules, activities, and locations. These computers and equivalent time recording devices will herein after be referred to as “time clocks” within this policy.

II. POLICY PURPOSE
This policy serves to identify the expectations for all of Plant Operations on the appropriate use and procedures related to computerized timekeeping activities. The policy shall define and set expectations for employees, management, and others in fulfilling all designated responsibilities.

III. POLICY PROCEDURES & RESPONSIBILITIES

Employee Responsibilities

Employees will use their assigned time clock to swipe in at the beginning and swipe out at the end of their shifts, according to their regular work schedules.

Employees will obtain their supervisor’s (or his/her delegate’s) approval to swipe in or out outside of their regular work schedules; including outside of their regular assignments, classifications and/or regular work areas.

Employees are to have their ID cards available and displayed whenever they are scheduled to work. Refer to Plant Operation Policy Guide 5.3 regarding Identification Cards http://www.plantops.umich.edu/director/PDF/pg/pg_5_3_id_cards.pdf

Employees arriving at work on time, but without their ID card shall be allowed to work that day/schedule after direct and personal notification to their supervisor. Supervisors shall reasonably coach/counsel as infraction frequencies dictate.

Employees arriving at work late, and without their ID card shall be allowed to work that day, but manually deducted for time missed following notification to their supervisor. Supervisors shall reasonably coach/counsel as infraction frequencies dictate.

Employees simply failing to swipe in or out as required by this policy shall be reasonably coached/counseled as infraction frequencies dictate.

Repeated occurrences of non-compliance with this policy may result in progressive disciplinary action.
The following procedure is the recommended progressive disciplinary process to be followed by managers. This recommended process does not supersede the contractual requirement of just cause.

**Progressive Disciplinary Process (12 months rolling)**

1. Up to 3 occurrences allowable – e.g. forgot ID card; forgot to punch in/out at time clock, etc.
2. With the next occurrence (4th), is a verbal reprimand
3. With the next occurrence (5th), is a written reprimand
4. With the next occurrence (6th), is a one-day disciplinary layoff
5. With the next occurrence (7th), is a two-day disciplinary layoff
6. With the next occurrence (8th), is a suspension/DRC (discuss discharge)
7. Discharge

*Note: this process will be documented by the manager/supervisor*

**Time Limitations - Start/Stop**

Employees may swipe in up to 15 minutes before their scheduled start times and swipe out up to 6 minutes before the end of their scheduled shifts and 6 minutes after their shift ends. Employees may not leave their assigned work area until their actual shift end time.

Swiping in past 6 minutes (greater than 1/10 of an hour) after starting time is considered arriving late. Swiping out prior to 6 minutes (greater than 1/10 of an hour) before ending time is considered leaving early and will result in no pay for that period.

Employees are not expected to a) work during the time after they swipe in and before the beginning of their scheduled shifts or b) after the end of their scheduled shifts without prior supervisory approval for the additional time. Swiping in or out outside of the approved time without prior supervisory approval may result in progressive disciplinary action based on the frequency of such infractions.

Full time employees are normally scheduled for an unpaid thirty (30) minute meal period each day. *Employee (full time, part time, temporary) leaving the University of Michigan campus must swipe out and in for their unpaid meal periods. (Implementation to be determined once software modifications are complete.)*

Employees are responsible for keeping their ID cards in proper working order. Cards that have access problems, or are lost or stolen, must be immediately reported to the employee’s supervisor. Employees are responsible for obtaining a replacement ID card as soon as possible. Refer to University of Michigan Standard Practice Guide 601.13 [http://spg.umich.edu/policy/601.13](http://spg.umich.edu/policy/601.13)

**Misuse of Time Clock – Guidelines and Corrective Action**

1. Employees shall not participate in or be party to any act or attempt to deliberately and maliciously deface, damage or destroy University property or personal property of others on University premises. Corrective Action: Discharge for first offense.

2. Under no circumstance shall an employee swipe in/out for another employee. Deliberately swiping the time clock for another employee shall be considered misrepresentation of University documents, office documents related to employment, or conspiracy to falsify such documents. Corrective Action: Discharge for first offense.
**Time Clock Malfunction:** In the event of a time clock malfunction, an employee must immediately notify their supervisor and provide the date, start, and end times of their shift hours worked. It is the employee’s responsibility to ensure that their supervisor or timekeeping designee receives information regarding any malfunctioning equipment immediately upon discovery.

**Management Responsibilities**

Plant Operations’ management will establish policy for appropriate use of these devices and technologies.

Management will determine employees responsible for using time clocks and which device or location they shall use.

Management will be responsible for communicating the expectations to the assigned employees by providing them with a copy of this policy.

Management (or administrative designee) will be responsible for checking the time clock records daily to verify the time swiped in by the employee matches the employee’s scheduled shift.

Management will adjust payroll records as necessary for errors, missed swipes or computer processing and program errors, adding vacation days, sick days, etc. using the appropriate payroll codes.

Management will take appropriate progressive disciplinary action when an assigned employee does not comply with this policy for time clock usage.

### IV. PROCEDURE ACTIONS

<table>
<thead>
<tr>
<th>Position Responsible</th>
<th>Action</th>
</tr>
</thead>
</table>
| Employee             | - Participates in training on appropriate use of the time clock  
|                      | - Has ID card available daily to use for swiping in and out  
|                      | - Reports nonworking ID card to supervisor and replaces in a timely manner  
|                      | - Swipes in and out in according to work schedule using supervisory assigned location and designated time clock  
|                      | - Obtains supervisor’s approval for working outside of regular work schedule and/or work area and/or classification and swipes in/out per this policy  
|                      | - Enters schedule exceptions and required details in the computer within designated notation fields |
| Supervisors/Managers | - Trains staff on this policy and appropriate use of the time clock, providing written guidelines to new staff  
|                      | - Monitors and ensures employees are using the time clock appropriately and takes reasonable progressive, disciplinary action as appropriate  
|                      | - In the event of an emergency or malfunction of the designated time clock, physically conducts attendance and/or releases employees at end of shift. Ensures malfunctioning equipment is addressed/repaired expeditiously.  
|                      | - Approves all time entered through the card swipe systems via the supervisors report (weekly)  
|                      | - Uniformly applies the policy requirements |
- Manager (or administrative designee): Audits timekeeping records and activities on a periodic basis to ensure this policy is enforced consistently and overall accountability expectations are met.

<table>
<thead>
<tr>
<th>Position Responsible</th>
<th>Action</th>
</tr>
</thead>
</table>
| Administrative Support | - Records schedule exceptions on payroll records/entries daily  
- Ensures time entries for employees who work outside of regular work areas are recorded using recharge codes on payroll time sheets  
- Enters all exceptions for the week progressively as they occur.  
- Prints weekly report for manager-supervisor to approve/review  
- Runs/archives reported time report (after supervisor approves payroll)  
- Runs/archives payable time report (day after supervisor approves time)  
- Checks gross pay report (day after payroll runs) for errors and omissions related to the most recent payroll, and/or period of concern. |