



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Scheduling/Pay Practices

02.05.06 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require PCCLD to keep an accurate record of time worked in order to calculate employees pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should clock-in when their work schedule begins and clock-out when their shift ends. Nonexempt employees should also clock-in and clock-out at the beginning and end of each meal period. They should also clock in/out at the beginning and ending time of any split schedules or departure and return from work for personal reasons.

Employees must be physically present in the library building at their designated workstations and ready to begin work at the time they clock in for their shift. Likewise, employees must clock out only when they have completed their duties and are leaving their workstations. This standard also applies to clocking in and out for meal periods.

Clocking in or out from the parking lot, elevator, break room, or any location other than the assigned workstation or designated staff or work area is not permitted unless explicitly approved by a supervisor in advance. This applies to the beginning and end of shifts, meal periods, and any other time-related entries

Use of system permissions to manipulate time entries for personal convenience is strictly prohibited. Misuse of timekeeping privileges or failure to follow this policy may result in disciplinary action , up to and including termination of employment.

Overtime work must be approved by the Manager before it is performed (see **02.05.04 Overtime**).

Exempt employees are required to complete a time record when exceptions to the regular schedule occur, such as reporting use of vacation or sick leave.

Should an employee miss a clock punch, they must immediately notify their Manager by submitting a punch correction in the dashboard area of their timesheet. ~~when they miss a clock punch or when there is a system failure; The Manager will adjust the employee's time record which can then be viewed and verified by the employee.~~ Occasional, unintentional missed punches will be addressed through reminders and training. Repeated missed punches, even if not deliberate, may result in disciplinary action in accordance with applicable personnel policies.

All employees are strongly encouraged to review and approve their timesheets by the end of each pay period to ensure accurate and timely payroll processing.

At the end of the pay period the Manager will review their reporting employees' time records for accuracy ensuring that each employee's time matches their work performed.

~~If an employee has worked less~~ Should an employee work less than their regularly scheduled standard work hours, available paid time off must be used to make up the difference. The Manager then approves the time record by the payroll deadline.

A calendar with PCCLD closures, holidays, pay periods and pay dates is published each year which can be accessed on the Employee Portal Intranet.

Falsifying time records, willful failure to follow timekeeping procedures, patterns suggesting abuse of the system, or recording time on another employee's time record may result in performance improvement action, up to and including termination of employment.

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