POLICY:
It is the policy of Nanticoke Health Services to provide efficient and effective labor management. The following procedures outline the appropriate use and function of the time management system.

PROCEDURE:

**Time Clock Rules:**

*Non-Exempt:*
Non-Exempt staff, with limited exception based on work location, will be required to swipe in and out at the time clock designated for their assigned work area.

*Exempt:*
Exempt staff will not be required to swipe in and out but will be required to log into the Time Management System and submit their time for management approval. Daily units of eight (8) hours will be entered in lieu of in and out times.

Falsification of Nanticoke Health Services records of any type, possessing or swiping another employee’s badge; requesting an employee to swipe another’s badge or permitting one’s badge to be possessed or swiped by another employee; or falsifying one’s time record for any reason is a category one offense and may warrant immediate dismissal.

**Seven-Minute Rule:**

The Time Management System, for the purpose of rounding, will allow employees to swipe in seven minutes before and seven minutes after the beginning and end of their scheduled shift. Time will be rounded forward or backward and paid from the scheduled start time. (i.e. if an employee swipes in at 6:55am, employee will be paid beginning at 7:00am; an employee who swipes out at 7:03am will be paid until 7:00am ) This time allowance does not excuse tardiness or leaving early; employees are expected to be ready to work at the beginning of their scheduled shift and remain on the job until the end of their shift. Managers are responsible for ensuring that employees are not recording time outside of this seven-minute window, as it will result in the payment of non-worked overtime. (i.e. if employee swipes in at 6:52am, time will be paid from 6:45am resulting in .25 hours of overtime)

**Missed Punches:**

Employees who fail to swipe in/out or log a time stamp in/out will receive a missed punch occurrence. Occurrences for missed punches will follow the following disciplinary schedule:
<table>
<thead>
<tr>
<th>OCCURRENCES (In any 12-month period)</th>
<th>DISCIPLINE</th>
<th>DURATION OF CORRECTIVE DISCIPLINARY ACTION</th>
<th>OCCURRENCES DURING CORRECTIVE DISCIPLINARY ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 7</td>
<td>No Formal Discipline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Written Warning</td>
<td>90 Days</td>
<td>Any two occurrences within 90 days will result in a 1 day suspension</td>
</tr>
<tr>
<td>10</td>
<td>One Day Suspension</td>
<td>90 Days</td>
<td>Any two occurrences within 90 days will result in termination</td>
</tr>
<tr>
<td>12</td>
<td>Termination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisors may use their discretion to discipline for swiping patterns outside the scope of this policy after consultation with Human Resources.

**Transfers:**

When an employee is scheduled to work or is pulled to work in a cost center that is not their home cost center, they will be required to enter that cost center when they swipe in. Flex staff who do not have a designated home cost center will be required to enter their designated cost center every time they swipe in. Cost center numbers will be posted in close proximity to each time clock.

**Off Site Rules:**

Non-Exempt staffs which are off site employees without access to a time clock will be required to log into the Time Management System to record their time stamp online. For those employees who are off site without access to a time clock or to the Nanticoke Health Services network, time will be continue to be submitted to payroll for processing.

**On Call Rules:**

On call will be incorporated into the scheduling feature of the Time Management System and, when called in, employees will be required to enter the call back code when they swipe in.

**Time Adjustment Sheets:**

In the event of a missed punch or unscheduled absence from work, the manager/timekeeper should record the hours on the time adjustment sheet. The hours from the time adjustment sheet must then be manually logged into the system. The Manager/Timekeeper should retain the Time Adjustment Sheet for proof of hours entered. Repeated failure to swipe in/out will result in a documented incident and may include disciplinary action up to and including termination.

**Approvals:**

Management has the responsibility for approving the time that has been documented. The approval of the electronic time card signifies that the person approving it has reviewed the time and accepted the data as valid. Management should contact Human Resources for consultation if the correction of data results in a reduction of hours. Once the electronic timecards are submitted, no further adjustments can be made.