

**Timeclock**  
Policy 730

**Adopted by Naytahwaush Community Charter School Board: 12/13/2011**

**I. PURPOSE**

The purpose of this policy is to create a system that is more efficient and monitors employees for daily starting time, break times, and quitting times at the end of the work day.

**II. GENERAL STATEMENT OF POLICY**

- A. All employees will 'clock in' at the start of the day and 'clock out' at the end of the day using the time clock located in the kitchen area.
- B. Hourly employees will 'clock out' at the start and 'clock in' at the end of a break each time a break is taken.
- C. If an employee forgets to 'clock in' or 'clock out', they should correct it (clock in or out) as soon as possible and record the error on the clipboard. Employees should not work the entire day using the clipboard to record times.
- D. If the time clock malfunctions, all employees will use the clipboard and write in the appropriate times to 'clock in' and 'clock out'.
- E. All hourly employees will get 2 fifteen minute breaks and 1 thirty minute lunch break during each 8 hour workday.
- F. Any employee not following the above guidelines will get a warning. After 2 warnings, the employee will be notified that continued refusal to follow the above guidelines will result in that employee being paid the actual hours clocked in and out.
- G. All employees are expected to work the hours listed on their work agreement. If an employee works less hours, they will receive less pay.
- H. Employees that repeatedly report to work late will receive a written warning. If the tardiness continues after three written warnings, the employee may be terminated.
- I. Overtime hours are allowed only with prior approval from the Director.

**III. DEFINITIONS**

- A. 'Clock in' means to use the time clock to record your starting time each day and starting time after each break.
- B. 'Clock out' means to use the time clock to record your ending time at the end of the workday and to record the starting time of each break.
- C. Warnings will be given to an employee in writing.