

City of Stamford/Stamford Board of Education
Clock-In/Clock-Out Policy

The City of Stamford and Stamford Board of Education have implemented a time collection and attendance system (KRONOS) for both hourly and salaried employees. As a result, the process by which employees record hours and attendance will now be electronic. This policy sets forth the rules employees will be required to follow. Employees are reminded that they are responsible for their time. Furthermore, employees are expected to comply with the provisions of their respective collective bargaining agreement pertaining to hours of work (or other specific written agreement authorized by their union and the City/Board).

1. **HOURLY EMPLOYEES** - All hourly employees are expected to clock in just prior to the beginning of their regular shift. The method for clocking in and out will vary by location (i.e. hand scanner, swipe card, time card, etc.). Employees may not clock in earlier than seven (7) minutes before the beginning of their shift, unless authorized by their supervisor. All employees are expected to clock-in and be at their work site ready to begin work at the beginning of their shift.

Under applicable wage and hour laws, employees will not be docked for clocking in up to seven (7) minutes after the beginning of their shift. Hourly employees who are tardy during this seven (7) minute period will receive pay, but may be subject to discipline. Employees who clock-in after this seven (7) minute period will be docked pay in fifteen (15) minute intervals, and may be subject to discipline.

All hourly employees must clock out at the end of their shift. Employees are not permitted to clock out more than seven (7) minutes past the end of their shift without the prior approval of their supervisor. Overtime must be authorized by the employees immediate supervisor in advance.

Employees are reminded excessively clocking in up to seven (7) minutes after their regular work day begins and/or clocking out up to seven (7) minutes before the end of their regular shift will result in disciplinary action. While the employee will be compensated for this time under applicable wage and hour laws, they are not in compliance with their contractually scheduled work hours.

Hourly employees who take time off during the work day, above and beyond their contractual breaks, to attend to personal or other non-City/Board business, must clock out when they leave and clock in when they return. Arrangements to be compensated for this time can be made by utilizing sick, vacation and/or personal leave time, as is appropriate. Use of all accrued leave time should be consistent with the departmental policy.

No more than five (5) times per calendar year, hourly employees who are tardy up to thirty (30) minutes, due to circumstances beyond their control, may be permitted, with their supervisor's approval, to work beyond the end of their regularly scheduled work day to make up such time. The ability to make up this time must be in the same work day. Hourly employees in positions that have shift replacements (for example, E-911 and WPCA) are not permitted to work beyond the end of their regular shift. Under no circumstances are employees permitted to skip or work through contractual breaks and/or lunch in order to make up tardiness.

Employees will not be required to clock in and out for contractual lunch and breaks, but are reminded to comply with the requirements for taking breaks, as well as the time limits set forth in their respective collective bargaining agreement.

2. **SALARIED EMPLOYEES** - All salaried employees working for the City, and substitute teachers employed by the Board, may only clock in once upon arrival to work. Salaried employees and substitute teachers are directed not to clock out at the end of the workday.
3. An employee having problems clocking in and/or out should contact their immediate supervisor so the problem may be corrected.
4. Employees are not to clock in or clock out any other employee under any circumstances.
5. Employees, who are issued cards for clocking in and out, are expected to bring the card to work each day. Employees who lose their card or have a damaged card should report this immediately to their immediate supervisor so arrangements can be made to replace the card.
6. Employees are expected to follow the current departmental and contractual requirements in effect for the use and reporting of excused absences (sick, vacation and personal leave).
7. Individuals who violate any of the rules set forth in this policy may be subject to disciplinary action, consistent with the provisions of their collective bargaining agreement.