

Columbia School District
Procedures for use of District Timeclocks

1. You are responsible for clocking in and out every work shift to record your hours worked accurately. You must clock in when reporting to work and clock out when ending your shift.
You must clock in and begin to work **no more than 5 minutes before your scheduled shift begins and** clock out and end your work shift **no more than 5 minutes after your scheduled shift.**
You are to work only your assigned and/or approved schedule; unauthorized work time will not be paid. Failure to accurately record time worked will be considered in your performance evaluation and/or may be cause for disciplinary action.
2. You must inform your supervisor as soon as possible if you fail to record time “in” or “out” in the Timeclocks. You will also be required to complete the **Clocking Exception Request Form** for the time to be considered for pay. Your supervisor may only sign the **Exception Request Form** based on adequate information establishing the time actually worked, or you will not be paid for the time in question. Corrections to payroll as the result of your failure to use the timeclock system properly **will not be paid until the following payroll period.**
3. You will be issued an identification badge to wear in accordance with **departmental** procedures. You will be responsible for the cost of replacing lost badges, the amount to be automatically payroll deducted from your paycheck (current amount, as of July 2005 is \$2.50, this amount is subject to annual review). **(Employees shall only have one identification badge at any one time - lost badges later found must be returned to Business Services).**
4. You will be subject to disciplinary action up to and including termination for clocking in/out for another employee or falsifying time records in any manner.

District’s Rounding Procedures for Timeclocks: Employees clocking in 5 minutes early or late will have time rounded to their schedule automatically by the Timeclock system. Employees clocking out 5 minutes late or early will have time rounded to their schedule automatically by the Timeclock system. However, you are expected to work your assigned and/or approved work schedules; exceptions to assigned and/or approved work schedules will be considered in your performance evaluation and/or may be cause for disciplinary action. Time is recorded for payroll purposes in increments of tenth’s (1/10’s) of an hour.

I have read and understand the above Procedures regarding the use of the District’s Timeclock system and agree to comply with these Procedures and the departmental Procedures and Guidelines currently in effect and as adopted/modified in the future.

Upon termination of employment with the Columbia School District **all** assigned materials, including, but not limited to, keys, uniforms, cellular telephone, identification badges and other work materials **must** be returned to the departmental supervisor **prior** to issuance of the final paycheck.

Employee Name (Print)

Signature

Date

CPS ID Number: _ _ _ _ _

Location / School: _____