

## Department Rules

Subject: Time Clock System

Revised: 03/08/2017

It is the responsibility of each employee to utilize the time clock to accurately record his or her work hours on a daily basis; and to review and approve that all information is correct upon the completion of each pay period.

### Procedure for Implementation:

1. Where district time clocks are not accessible, employees must adhere to the department paper time card procedure. The child nutrition office shall enter these employee hours into the Kronos time card system.
2. Where district time clocks are accessible, employees must utilize the clock to accurately record their work hours and lunch breaks on a daily basis.
3. A 30-minute unpaid lunch break shall be taken by an employee who works five or more hours per day. Employee must clock out and clock in for this break.
4. When the work load permits, one paid 10-minute break may be taken by an employee each morning.
5. Employee breaks may not be combined together or taken at the end of the work day.
6. The immediate supervisor and employee must each ensure that no work is performed while the employee is "off the clock" and the employee is fully compensated for all work hours completed.
7. Employees shall monitor their own work hours and immediately report all errors or needed corrections to their kitchen manager or direct supervisor.
8. The kitchen manager or direct supervisor shall monitor the work hours of their subordinates and make corrections in the time clock system as needed. Comments to describe the correction must be included in time clock system.
9. On the first work day following the completion of each pay period, employees shall utilize the time clock system to review and approve their work hours for the previous pay period.
10. By the second work day following the completion of each pay period, kitchen managers and direct supervisors shall utilize the time clock system to review and approve the work hours for their subordinates for the previous pay period.
11. When attending a mandatory department meeting at a different work site, employees shall clock out at their school kitchen before leaving. The child nutrition office shall enter the additional employee hours (including approved travel time) into the time clock system for all qualified employees who have signed the meeting attendance roll.
12. Contract employees shall utilize the time clock system to record their personal leave. Personal leave may not exceed daily contract hours, nor can the combination of personal leave and work hours exceed a normal work day.
13. Each employee will receive a copy of the department rules during new hire orientation. A current copy of the rules, including updates and revisions, will be posted on the department website.
14. Kitchen managers and department supervisors shall monitor employees and ensure compliance to all district and department policies, procedures, and rules.
15. Failure to follow the procedures as specified herein may result in disciplinary action, which may include termination of employment.