

# The Roman Catholic Diocese of Burlington

## H.R. Policies and Procedures

<b>SUBJECT: Recording Time Worked</b>	<b>Policy Number HR 0004</b>
	Section: Human Resources
	Sub-Section: Compensation
	Date: January 1, 2014

### 1.0 PURPOSE

To provide a procedure for the reporting of time for all non-exempt (hourly) personnel.

### 2.0 POLICY AND PROCEDURES

The Roman Catholic Diocese of Burlington will adhere to all federal and state regulations in terms of payment of employees for hours worked. Any violation of this policy and procedure could lead to disciplinary action up to and including termination.

#### 2.1 RECORD KEEPING AND PAYING EMPLOYEES FOR HOURS WORKED—FOR NON-EXEMPT (HOURLY EMPLOYEES)

In accordance with the Fair Labor and Standards Act and administered by the Roman Catholic Diocese of Burlington, the Roman Catholic Diocese of Burlington has established a seven (7) minute grace period for recording time in and out. This grace period begins seven minutes before the shift start time. An employee should not begin work earlier than seven minutes before the start of their shift without prior approval of the Department Head or appropriate supervisor. Likewise, there is a seven minute grace period when the shift is completed. An employee should end their day no later than seven (7) minutes after the end of their shift. An employee must be paid for extra time worked in seven minute increments.

2.1.1 If an employee enters on their timesheet an earlier time than seven (7) minutes before the start of their shift, then the employee must be compensated for this time. Likewise, if an employee enters on their timesheet a time later than seven (7) minutes, then the employee must be compensated for this time.

2.1.2 Employees are expected to properly record their time on the timesheet each day at their designated time. If an employee fails to record their time, which results in a shortage on the employee's pay check, the monetary adjustment will be included on the employee's check on the next applicable payroll cycle. The Payroll Department or timekeeper must keep a written explanation for the file indicating the date(s) and hours missing along with a copy of the employee's time card. The Roman Catholic Diocese of Burlington will not issue a separate check to an employee whose check is short due to their failure to record time properly.

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2.1.3 It is the expectation of the Roman Catholic Diocese of Burlington that our employees arrive at work on time. Those who arrive late will be considered tardy, and should be counseled by the Department Head or appropriate supervisor.

2.1.4 A sixty minute (60) meal break will be deducted from employees working full-time hours. During the 60 minute meal break, employees must be relieved of ALL work related duties. Lunch will be credited for actual time off of the job or for the 60 minute standard lunch (whichever is greater), if the employee leaves the premises.

2.1.5 If an employee works through their meal break, the employee must be compensated for this time.

2.1.6 Failure to follow procedures will lead to disciplinary action up to and including termination.

### **3. RECORDING TIME WORKED POLICY**

#### 3.1. Recoding Time Worked Policy (non-exempt/hourly only)

In the Roman Catholic Diocese of Burlington, rules are necessary for your protection as well as ours. The following policies must be adhered to at all times:

1. All work performed must be accurately recorded.
2. All employees are expected to begin work no earlier than seven (7) minutes prior to beginning of each work shift and no later than seven (7) minutes at the end of each work shift. Exceptions to this policy must be approved by the Department Head or appropriate supervisor.
3. Any departure from the normal work schedule, including overtime assignments, must be approved by the Department Head or appropriate supervisor.
4. If for some reason an employee forgets to record his/her time, he/she must contact the Department Head or appropriate supervisor, who will notify payroll for correction.
5. During the 60 minute meal break, employees must be relieved of ALL work related duties. If an employee leaves the premises for lunch, they must enter this on their timesheet before leaving, and again upon return write time on their timesheet. Lunch will

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be credited for actual time off of the job or for the 60 minute standard lunch (whichever is greater), if the employee leaves the premises.

6. If an employee works through their meal break, the employee must be compensated for this time. The employee will need this authorized prior to working through their meal time.
7. If an employee leaves the premises for any reason (i.e. lunch, doctor's appointments, etc.), the employee must record when they leave and return.
8. All employees will be paid at the correct rate of pay. If an employee has a problem with his/her pay, he/she must contact the Department Head. If the problem is not resolved, the employee is to contact the Director of Human Resources.
9. Employees who consistently miss recording time will be subject to disciplinary action up to and including termination.
10. If an employee does not abide by number nine noted above, the following are the disciplinary steps, of which, the Roman Catholic Diocese of Burlington if deemed necessary, has the right to terminate prior to steps A, B, and C.
  - a. In the event an employee fails to record hours worked at the required time a warning letter will be issued and the employee counseled regarding the policy.
  - b. If the employee does alert the Department Head or appropriate supervisor that they did not write their time on the timesheet they will be counseled.
  - c. In the event that an employee again fails to adhere to the policy on not recording time per his/her scheduled hours, a second warning letter will be issued and the employee will be advised that a third warning could result in termination.
  - d. A third incident with not recording time correctly will result in disciplinary action up to and including termination of employment.
11. Numbers 1-9 noted above, employees are subject to disciplinary actions up to and including termination.

**The Recording Time Worked Policy will be signed by all employees and posted.**

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#### **4. QUARTER-HOUR ROUNDING – Policy of Hours Calculation - What It Means**

4.1.1 The numbers of hours worked by hourly employees are calculated using the Quarter-hour rounding method. This means that an employee's arrival and departure times are rounded to the closest quarter of the hour when calculating the timesheet. (If an employee leaves the building this time should be recorded.)

Using 8:00 a.m. as an example, employees will be paid from 8:00, 8:15, 8:30, 8:45 or 9:00.

#### **If an employee arrives or leaves between:**

:00 to :07 minutes after the hour, calculate from the top of the hour.

:08 to :22 minutes after the hour, calculate from quarter after the hour.

:23 to :37 minutes after the hour, calculate from the half hour.

:38 to :52 minutes after the hour, calculate from three quarters past the hour.

:53 to :60 minutes after the hour, calculate from the top of the hour.

#### **Examples:**

An employee timesheet reflects 8:00 when arriving at 8:07 a.m.

An employee timesheet reflects 8:15 when arriving at 8:08 a.m.

An employee timesheet reflects 8:30 when arriving at 8:23 a.m.

An employee timesheet reflects 8:45 when arriving at 8:38 a.m.

An employee timesheet reflects 9:00 when arriving at 8:53 a.m.

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3. Department Heads are encouraged to provide work breaks. However, there may be a situation that makes this impractical. Breaks are subject to certain restrictions:
- (a) No break should be taken until at least one **(1)** hour after starting time.
  - (b) Break periods will be limited to a maximum of *ten (10)* minutes or less.
  - (c) Work breaks may not be combined to allow for a longer break period.
  - (d) Employees may not take a break at the end of a scheduled workday in order to leave early.
  - (e) No additional pay will be given to employees who do not take a work break.
  - (f) Break time cannot be accumulated.
  - (g) Work breaks may not be used to extend a lunch break.
  - (h) Employees who work 3 ½ hours or less do not qualify for a rest break.

Example: Eight **(8)** hours worked – Morning -Ten **(10)** minutes; sixty **(60)** minute Lunch; Afternoon -Ten **(10)** minutes or less.

Example: Seven hours worked – work at least one hour then may take one Ten**(10)** minute break at some point during the day; Sixty **(60)** minute lunch typically mid-day.

Example: Four **(4)** hours worked; work at least one hour then may take one Ten **(10)** minute break at some point during the four hour shift.

Example: Three **(3)** ½ hours worked; no break.

4. Employees will inform their supervisor prior to going on break, although, at times a circumstance may arise that will not allow a break for the scheduled shift.
5. Employees who abuse the rest period / break will be counseled by the Department Head. If break time exceeds the ten (10) minute allowed time it may be deducted from the employees' paycheck.

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6. Employees who are smokers must follow these guidelines and will not be given additional time for smoke breaks.

Any violations of this policy will result in disciplinary action up to and including termination.

*\*This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*

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