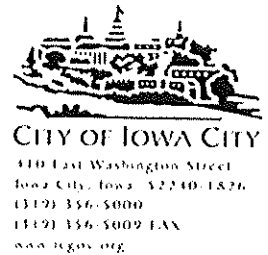


**Administrative Regulations
City of Iowa City**

Title: Timekeeping Policy

A.R. Number: Effective Date: 7/2015 Page: 1 of 2
Supersedes: 6/2015 A.R.: N/A Dated: N/A



I. Purpose

This policy establishes expectations and responsibilities with regard to employee time and attendance records. This policy is to be administered in conjunction with any negotiated labor contracts and the Fair Labor Standards Act.

II. Policy

The City of Iowa City has secured the Kronos electronic time and attendance system. The Kronos system and associated work records serve as the official basis for recording both hours worked and paid time off for FLSA non-exempt employees.

Employee Responsibilities

- (1) All non-exempt staff are required to record the start and end of every workday by clocking in and out via the Kronos system. Kronos provides the functionality to record in/out punches using time clocks, by logging into the Kronos system from a City network computer, or via approved mobile devices. Employees are required to clock in and out using the method assigned by his/her supervisor.
- (2) Exempt staff who are suspected of not meeting time requirements imposed by his/her supervisor may be required to keep track of their time by clocking in/out of Kronos in connection with a documented performance concern.
- (3) In/Out punches must accurately reflect hours worked by employees. Employees may not clock in more than 7 (seven) minutes prior to their scheduled start time or more than 7 (seven) minutes after the scheduled end of their shift without the approval of their supervisor.
- (4) Employees must request/record time off and clock in/out under correct funding sources as required by their supervisor.
- (5) Failure or refusal to clock in and out regularly, failure to use the punch method assigned by a supervisor, over or under-reporting of actual time worked, working (straight time or overtime) without proper authorization, or failure to use the Kronos system to request/record time off or charge time to multiple funding sources as directed may result in disciplinary action.

Supervisor Responsibilities

- (1) Department Directors and/or Division Heads will be responsible for determining the required punch method for their staff members.
- (2) Supervisors are required to carefully review staff time records in the Kronos system and must resolve all missed punches, reconcile all leave taken, and review all hours for their staff according to established payroll deadlines.

- (3) Failure to review and/or reconcile employee time records in an appropriate and timely manner before releasing to payroll for processing may result in disciplinary action.

General Provisions

- (1) Kronos will round all time to the nearest quarter hour (15 minutes) for the purpose of calculating pay. Employees clocking in after their scheduled start time and without approval will be considered tardy regardless of the Kronos pay rounding rule.
- (2) The following infractions are strictly prohibited and will be subject to discipline.
- (i) Tampering with timekeeping hardware or software.
 - (ii) Punching in or out for another employee.
 - (iii) Interference with another employee's use of the Kronos system.
 - (iv) Unauthorized viewing of another employee's time in the Kronos system.
 - (v) Changing of a "clock in" or "clock out" time or in any way attempting to falsify a time record.
- (3) Kronos data is subject to both internal and external audit. Any irregularities or concerning patterns will be reported to the employee's Supervisor and all findings will be investigated.

III. Regulation Update and Responsibility

Periodic review of this policy, along with questions regarding interpretation and enforcement of same shall be the responsibility of Human Resources.

Approved:



Tom Markus, City Manager