RESOLUTION NO. 2010-05

A RESOLUTION AMENDING UNIFORM PERSONNEL POLICIES AND GUIDELINES FOR THE CITY OF BASEHOR PERTAINING TO USE OF TIME CLOCK

WHEREAS, based on recommendation by City Staff, it is the desire of the Governing Body to amend the Uniform Personnel Policies and Guidelines for the City of Basehor by including a new Article on use of the time clock.

THEREFORE, BE IT RESOLVED THAT the Governing Body of the city of Basehor adopts the following Article E-16 of the Uniform Personnel Policies and Guidelines for the City of Basehor:

ARTICLE E-16. TIME CLOCK POLICY

(a) All non-exempt employees are required to use the time clock system to record their hours worked. The time clock will be used for payroll and attendance purposes.

Each department has an assigned time clock. Employees are required to clock in/out at the time clock located in their department using their Easy Choice Time and Attendance badge. If necessary, an employee can clock in/out from another department's clock. If there is a problem with the time clock, the employee should notify the supervisor and the supervisor will direct the employee how to time in/out.

(b) Employees should clock in no sooner than 3 minutes before/after the scheduled shift and clock out no later than 3 minutes before/after the scheduled shift. Employees must also clock in/out for lunch breaks or when leaving work for personal reasons unless otherwise directed.

(c) If the employee misses an entry into the timekeeping system, the employee will notify the supervisor as soon as possible. The supervisor will manually enter the employee's work hours via the manager time clock portal. If corrections or modifications are made to the time record, both the employee and the supervisor must verify, in writing, the accuracy of the changes. Employees who consistently miss time clock entries will be subject to disciplinary action.

(d) Nonexempt employees are permitted to work overtime with prior authorization from their supervisor. Overtime includes clocking in early, late or working through the scheduled lunch period. Nonexempt employees who work overtime without prior authorization will be subject to disciplinary procedures.

(e) Employees may not use another employee's badge to clock in or clock in for another employee. Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including discharge. Employees who have lost a badge will report the lost badge to their supervisor and payroll departments. The employee will be issued a new badge with the same employee and department numbers.

(f) Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated offenses to the time keeping policy and/or procedure. This could include situations where employees may have clocked in, but are repeatedly absent from their work station during work hours or have missed time clock entries in addition to working unscheduled overtime.

Passed by the Governing Body of the City of Basehor, Kansas this 22 day of January February, 2010.

Mayor Terry Hill

SEAL OF THE CITY OF BASEHOR, KANSAS
CORPORATE SEAL

ATTEST:

Mary A. Mogle, City Clerk

APPROVED AS TO FORM:

Patrick G. Reavey, City Attorney