EMPLOYEE TIME KEEPING POLICY

PURPOSE:

To provide guidelines to employees for proper use of the Enterprise E-Time system for time and attendance and to ensure that time records are accurately reported.

POLICY:

Monongahela Valley Hospital, Inc. requires all employees to be at their assigned work station and ready to begin work by their scheduled start time.

RESPONSIBILITIES:

A. Employee

1. Hourly paid employees are expected to use the time and attendance system (E-Time) by swiping in and out using their identification badge.

2. Employees must swipe in and out at a location assigned by their supervisor. Failure to swipe at the designated time-clock will be subject to the following disciplinary action:

   a. First occurrence in any three (3) month period:

      i. Manager will clarify policy and employee will receive a verbal counseling.

   b. Second occurrence in any 3 month period:

      i. Second warning is generated with verbal written warning submitted to Human Resources.
c. **Third occurrence in any 3 month period:**
   i. Employee receives written warning and informed that they must improve their performance or face further disciplinary action.

d. **Fourth occurrence in any 3 month period:**
   i. Employee is suspended for 3 days and informed that further failure to comply with policy will result in termination.

e. **Fifth occurrence in any 3 month period:**
   i. Employee is terminated.

3. Employees must notify their supervisor if their identification badge is lost or damaged. If a badge is lost or damaged, the employee is required to immediately notify the Personnel Department and secure a replacement badge. Employee will be charged $20.00 to replace a lost badge. Employees must also notify their supervisor if they forgot their badge and cannot clock in or out. At times when a supervisor is not on site or readily available, the employee must email their supervisor at the start of their shift and again at the end of their shift. The time the email was sent will be used for the clock in/out time.

4. Employees must immediately notify their supervisor if the time clock does not read their swipe.

5. Employees are expected to be at their assigned workstation for the start of their work shift. You may swipe in up to 7 minutes prior to the start of assigned shift time. Any swipe 3 minutes after the start of their assigned shift is considered tardy.

6. Employees are prohibited from “Swipe and Park.” Employees are not permitted to swipe in and then immediately return to their vehicle to park. Swipe and Park is considered falsification of a document which results in disciplinary action up to and including termination from employment.

7. Repeated instances of clocking in early or out late such that overtime is accumulated will result in disciplinary action.
8. If an employee is approved to work in a department other than his or her home department, the employee must transfer his or her hours using the appropriate function key on the badge reader.

9. No employee is allowed to swipe in or out for another employee under any circumstances. Failure to follow this policy will result in disciplinary action up to and including termination.

B. Manager/Supervisor

1. Review employee records daily and account for any missed or erroneous swipes. Manually enter any swipes an employee misses and delete any erroneous swipes. Each manual entry must have an appropriate comment attached.

2. Responsible for reviewing, approving, and reporting all hours worked and any paid time off for each employee.

3. Enter appropriate pay codes for sick leave, authorized absence, vacation, PC days, birthday, etc.

4. Make appropriate employee schedule changes when necessary.

5. Ensure employees work according to their scheduled time.

6. Enter employee IN and OUT times in the system if the employee reports to work without their Identification badge.

7. Ensure that new employees are properly trained in using the E-Time system.

8. Verify timesheet accuracy and electronically sign off on individual timesheets prior to submitting to the payroll department for processing.