

RESOLUTION NO. 2020-11

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE TOWN OF HILLIARD PERSONNEL POLICY MANUAL AS IT RELATES TO TIMEKEEPING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard desires to amend its Personnel Policy Manual to include a new system of timekeeping an electronic biometric time tracking system called Executime to capture and record all employee time records; and

NOW THEREFORE BE IT RESOLVED, by the Hilliard Town Council that:

SECTION 1.

401 Timekeeping is amended to read as follows:

The Town of Hilliard uses an electronic biometric time tracking system called Executime to capture and record all employee time records. The electronic time tracking system allows employees to accurately monitor and keep track of their time and enables the Town to efficiently process employee time worked spent on the job performing assigned duties and leave taken for payroll purposes. The following guidelines have been created to ensure accurate recordkeeping and compliance.

1. CLOCK LOCATIONS

Biometric time clocks are located in Town Facilities. Currently, the clocks are located at Town Hall Office, WWTP Office and Parks & Recreation Annex Building. All employees are required to clock in and out using the biometric fingerprint scanner. All hours worked must be reported using the Executime biometric timekeeping system.

2. CLOCK PROBLEMS

If an employee is unable to scan in or out because of a time clock malfunction and/or network difficulty, **it is the employee's responsibility to immediately complete the Time Clock Adjustment Form and inform their Supervisor, who will then inform the Town Clerk's Office.**

3. PROCESSING OF ELECTRONIC TIMECARDS

The Town Clerk's Office has the responsibility for the electronic transfer of time clock data which will result in an accurate and timely payroll process. The Town Clerk's Office will close the work period according to a preset schedule to ensure that time and adjustments are properly recorded. Time entry is processed at the end of a work period. Each work period includes two work week cycles. The time clock week begins on Monday at 12:00 AM and runs through Sunday at 11:59 PM. Executime "clock in" and "clock out" scans will be rounded according to a seven-minute grace period with a fifteen-minute round.

4. DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that all employees must "clock in" at the start of their shift and "clock out" at the end of their shift. Employees are responsible for entering accurate information in the time clock system on a consistent basis. It is the employees' responsibility to review their time records and to certify the accuracy of all time recorded. All absences (scheduled and unscheduled) shall be documented on the **Leave Request Form** and record by the employee's Supervisor. The Supervisor will review and approve the time record before submitting it for payroll processing.

- Break/Lunch

If you are taking a lunch break that will be in excess of 30 minutes, it is required that the employee clock out and clock in.

- All lunch breaks in excess of 30 minutes must be approved by that employee's Supervisor in advance or immediately upon return.
- If an employee does not clock out for lunch and it exceeds 30 minutes the employee will be required to fill out a Time Clock Adjustment Form.

- Missed Time Clock Punches

If an employee forgets to "clock in" or "out" for their shift; they are to contact their Supervisor immediately when it is realized, to explain the circumstance and to provide actual clock in or out information on the **Time Clock Adjustment Form**. The Supervisor will then immediately notify payroll and provide the Time Clock Adjustment Form.

- Employees will be subject to disciplinary action up to and including termination for excessive failure to clock in or out without reasonable justification.
- Employees who demonstrate patterns of missing punches will be subject to disciplinary action up to and including termination.

5. SUPERVISOR'S RESPONSIBILITIES

Supervisors are responsible for monitoring and approving the time and attendance information. Time cannot be released for payroll processing without the Supervisor's approval.

- Supervisors shall make sure the Town Clerk's Office receives all document absences (scheduled and unscheduled) via the **Leave Request Form**.
 - **Vacation leave request are to be submitted one week in advance.**
- Public Works Supervisor shall notify Payroll no later than Friday at noon who the "On Call" employee(s) will be for the weekend and/or holiday(s).
- Supervisors must have resolved all missed "clock ins" or "outs" and have provided Payroll with all Time Clock Adjustment Forms before noon on the Monday following the close of a pay period.
- Supervisors will be provided a time clock in/out time sheet for each employee on the Monday A.M. following the close of a pay period. The Supervisor is to review all entries, then sign off on

time sheet provided and return originals to Payroll by Tuesday P.M.

- Supervisors shall notify the employee and Payroll immediately if an employee's time needs to be edited or modify and provide documentation to both the employee and Payroll.
- Supervisor approval certifies that the time submitted to Payroll is correct.
- Supervisor should contact the Payroll Department immediately with any Executime clock issues.

6. DISPUTES OVER TIME CLOCKED IN OR OUT

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of their Supervisor immediately and the Supervisor should contact the Payroll immediately. The Town's electronic time tracking system provides a log to assist in validating times and locations of all employees, as well as other means of confirming time.

7. VIEWING & APPROVING HOURS WORKED

It is the **employee's responsibility to ensure their hours are correct.**

Employees can view cumulative hours worked and vacation/sick time for the current or previous pay period from any timeclock.

- To view hours from the timeclock – place finger on the biometrics scanner, push the "TIME INQUIRY" button, then either #1 for the current period or #2 for previous period.
- To view vacation/sick time from the timeclock – place finger on the biometrics scanner, push the "BENEFITS INQUIRY" button.
- To approve timecard – place finger on the biometrics scanner, push the "APPROVE TIMECARD" button, then either #1 for the current period or #2 for previous period.

8. FALSIFICATION, TAMPERING AND UNAUTHORIZED VIEWING

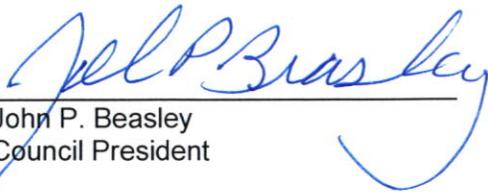
The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software.
- Unauthorized modification of employee's time.
- Punching in or out for an absent or late employee (a.k.a. "buddy punching").
- Interference with another employee's use of the Executime system.
- Unauthorized viewing of another employee's time.

SECTION 2.

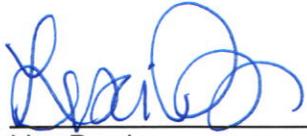
This resolution shall become effective upon adoption.

Adopted this 4th day of June, 2020, by the Hilliard
Town Council, Hilliard, Florida.



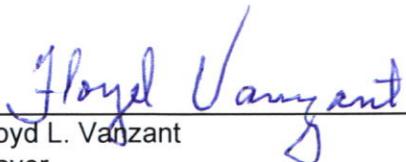
John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant
Mayor