

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RI

E-TIME POLICY

E-Time is the computerized time record keeping system utilized by Foster-Glocester Regional Schools to record the hours worked by all hourly employees. Its purpose is to assure that accurate time records are maintained for all employees and that employees are properly compensated for time worked.

ARRIVAL AND DEPARTURE TIME

The length of employee's workday is set by the collective bargaining agreement. Employees are expected to work their scheduled workday consistent with the collective bargaining agreement.

For the convenience of all employees a seven (7) minute grace period has been established in the E-Time system. The grace period allows an employee to swipe in no more than seven (7) minutes before and after their scheduled start or end time and still be paid for their scheduled hours of work.

LATE ARRIVALS

Employees are required to arrive to work on time. An employee who chronically swipes in late, i.e. after their scheduled start time, although within the seven (7) minute grace period may be subject to disciplinary action.

EARLY DEPARTURES

Employees are required to depart from work on time. An employee who chronically swipes out early, i.e. before their scheduled time, although it may be within the grace period, may be subject to disciplinary action.

SWIPES OUTSIDE THE SEVEN-MINUTE GRACE PERIOD – UNAUTHORIZED OVERTIME

Early swipes – Employees are expected to swipe in no more than seven (7) minutes prior to their scheduled work time. If an employee swipes in more than seven (7) minutes prior to their scheduled work time, he/she will be paid for additional quarter hour (.25). If the employee swiped in early without supervisor approval, he/she may be subject to disciplinary action.

Late swipes – Employees are expected to swipe out at their scheduled end time. If an employee swipes out more than seven (7) minutes after their scheduled end time he/she will be paid for an additional quarter hour (.25) but may be subject to disciplinary action if the late swipe was without supervisor approval.

The following example is for an employee whose work schedule is 7:00am to 3:00pm:

Swipe In	Swipe Out	Hours Paid	Disciplinary Action	Comments
7:00am	3:00pm	8	No	
6:53am	3:00pm	8	No	Within 7 min. grace
7:00am	3:07pm	8	No	Within 7 min. grace
7:07am	3:00pm	8	Yes, if chronically late	
7:00am	2:53pm	8	Yes, if chronically late	
6:53am	3:07pm	8	No	Within 7 min. grace
7:08am	3:00pm	7.75	Yes, if chronically late	Outside of grace period
6:52am	3:00pm	8.25	Yes, if without supervisor approval	Outside of grace period
7:00am	2:52pm	7.75	Yes, if chronically leaving early	Outside of grace period
7:00am	3:08pm	8.25	Yes, if without supervisor approval	Outside of grace period
6:52am	3:08pm	8.50	Yes, if without supervisor approval	Outside of grace period

Note: Overtime is paid in quarter hour (0.25) hour intervals. Employees when working overtime should work to the nearest quarter hour. Employees who leave early will be charged in quarter hour (0.25) intervals.

WORKING OUTSIDE OF AN EMPLOYEE'S JOB CLASSIFICATION

From time to time employees may be required to work outside their job classification. At those times, employees must swipe back in to the department he/she will be working in. Supervisors are responsible for providing the employee with the correct department number. Hours will be paid per the E-Time record and the collective bargaining agreement.

LOST CARDS / MISUSES OF CARDS

All employees will be issued an E-Time swipe card upon their employment. It is the responsibility of the employee to safeguard the card and to prevent its misuse. An employee will be issued one replacement card. If an employee card malfunctions, he/she will be issued a new card at no cost. The employee must return the damaged card to the business office. Failure to return a damaged card will result in the employee being charged \$5.00. Thereafter, the employee will be charged \$5.00 per card.

Misuse of cards – employees may not swipe the card for another employee. If an employee is seen to have swiped for another employee, he/she will be subject to disciplinary action.

LEAVING YOUR WORKSITE

If an employee leaves his/her worksite, he/she must swipe out and swipe in upon return. Failure to do so will result in disciplinary action. The employee must enter the reason for the absence in AESOP in order for the entitlement to be properly discharged and to assure that the employee is properly paid. If an entitlement type is not identified in AESOP, the employee will be paid for the time worked only, not for the time absent. It is the employee's responsibility to identify the entitlement. Payroll will not call to determine entitlement type.

On a case-by-case basis, and at the discretion of the immediate supervisor an employee may be permitted to leave his/her workstation to attend to personal business, return to work and to extend his/her workday to make up for the missing time. Missing time may only be made up during the same pay period of partial absence.

First Reading: March 2, 2004

Second Reading/Adoption: April 6, 2004