

Clock In Clock Out Policy Template

N.B. Please have your employment attorney review this policy to ensure compliance with your state and local labor laws before implementing it.

This Clock In Clock Out Policy (Policy) is meant to provide timekeeping requirements and best practices for all eligible employees.

Eligible Employees

Eligible employees include:

- Hourly full-time
- Hourly part-time
- Non-exempt salaried

All eligible employees are required to record their hours using [Company's preferred timekeeping method]. Employees are required to clock in at or before their scheduled start time. If they are late, they must notify their manager or supervisor per [Company] policy. Employees are not allowed to clock out prior to the scheduled end of the shift, unless authorized in advance by a manager.

Procedures

Eligible employees must submit their time using [Company's preferred timekeeping method] every week. Each time record must show all hours worked, all break times, vacation time, and every clock in and clock out. Employees are expected to clock in before their scheduled start time and not clock out until their scheduled departure time. Employees are required to clock out for breaks longer than 15 minutes and are required to clock in when their scheduled break time has ended.

If an employee is unable to clock in or clock out, they cannot ask a colleague to do so for them. An employee must submit a request to their manager explaining why they were unable to clock in or out and the punch time that should have been recorded. Employees who miss a punch, regardless of the reason, must submit a request via email to their direct supervisor within one business day of the missed punch.

Employee hours will be rounded, in compliance with the Fair Labor Standards Act (FLSA). Company will round employee hours to the nearest quarter-hour. Example time records:

- Clock in at 8:06 AM rounded to 8:00 AM
- Clock in at 8:12 AM rounded to 8:15 AM
- Clock out at 4:58 PM rounded to 5:00 PM
- Clock out at 5:19 PM rounded to 5:15 PM

By submitting a time record to their manager, an employee certifies the accuracy of the time record. Their manager will review the record for accuracy before submitting it to [Company's] payroll department. For hours worked over 40 in a workweek, employees will be paid time and a half. **[Please check your state and local regulations as some require overtime daily and at different amounts.]**

Violations of this Policy

Forgetting to clock in or clock out, or having a technical error in doing so, will not result in disciplinary action unless it becomes routine. Disciplinary action will also occur when employees are found to “buddy punch,” asking a colleague to clock in or out for them or clocking in or out at the request of another employee.

Disciplinary action will follow these steps:

- **First Offense:** A discussion with HR regarding this Policy and further violations
- **Second Offense:** A discussion with HR about the Policy, and a written warning in the employee’s personnel file, detailing the repercussions for further Policy violations
- **Third Offense:** Increased disciplinary action, up to and including termination