

BADGE AND TIME CLOCK POLICY

Applicability: This policy applies to all Oak Hill Employees.

A. Badges

Oak Hill shall issue each employee a badge with the employee's picture on the front. This badge shall be used for identification purposes and for punching the time clock. While on campus (120 Holcomb Street), all employees' badges (with photograph facing outward) must be visible at all times.

All employees who work in community or educational programs are required to keep their badges with them at all times while at work. Failure to have your badge on your person more than two times in a calendar month may result in progressive disciplinary action.

A lost or damaged badge must be replaced immediately by contacting the Human Resource Assistant. You may be charged a replacement fee of \$5.00 for a new badge.

B. Time Clock Policy

All employees are required to register for the timekeeping system. This means you will have to have two fingers scanned into our system, one of which will be your primary finger for entering a proper punch on the time clock.

Our timekeeping system requires dual authentication for registering an accurate punch. This means that in order to properly punch the clock, you must: 1) either swipe your badge or enter your Personal Identification Number (PIN) (which is your badge number) and 2) insert your finger into the time clock. Neither a badge nor a PIN alone will register a punch; you must also insert your finger. Because of this dual authentication method, using a PIN is as secure as swiping a badge. Employees may not punch in or out with another employee's badge or PIN, as the punch will not properly register without the appropriate finger scan.

All hourly, non-exempt employees must punch the time clock at the beginning and end of their scheduled shift. Hourly employees may not punch in more than 7 minutes before their scheduled shift or punch out more than 7 minutes after the end of their scheduled shift without a supervisor's approval. All hourly, non-exempt employees must use the time clock to record all hours worked. Time clocks are located in most of our locations, including four on campus (Administration Building, Potter Hall, Staff Development and the NEAT Center). If a work site does not have a time clock, employees must complete a timesheet.

Union employees are required to punch out for half-hour meal breaks, unless the employees work in a “no break” program or position identified as “no break” under our labor contract.

Information about employees’ punch records are available directly through our time clocks. Employees may also obtain printed copies of their time records from their supervisors or by contacting the Timekeeper.

All misuses and abuses of badges and/or time clocks, including but not limited to tampering with the time clocks and badges, will be subject to disciplinary action.

Cross-reference: Attendance
 Wage Administration

Approved: January 23, 2008