


<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Time & Attendance Records
	Policy Reference No:	8-24
	Release Date:	16 January 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	2
	No. of Pages:	2
	Applicability:	All Employees

Complete and accurate attendance reports are necessary for efficient payroll and personnel management operations. All Township employees are required to accurately record the days and hours worked in the Township's automated time and labor management system.

All non-FLSA exempt employees and FLSA exempt employees of the Department of Public Works and the Division of Buildings & Grounds with the exception of sworn law enforcement officers are required to utilize the time clocks and follow the below regulations:

1. Employees are required to clock in at their assigned start time, and must clock out when they go off duty.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than seven (7) minutes prior to, or seven (7) minutes after, the start of their shift.
4. Employees may not clock out more than seven (7) minutes prior to, or seven (7) minutes following the end of their work time.
5. Clocking in within the time-frame specified in item three, will be calculated as an on-time report for duty.
6. Depending on the department procedures, time recorded will be the work-time paid or employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor. Supervisors will be accountable to the Township Manager for any manual changes submitted.
7. Full-time salaried employees are not required clock out for their designated lunch time. All employees are free to leave Township premises during lunch but are expected to return to work on time. Employees who are chronically late on return from lunch, may be subject to disciplinary action.
8. Employees should not clock out for designated break times and must stay in the assigned work area during the break.
9. Except in emergency circumstances, prior permission to work overtime should be approved in writing by the supervisor.

Sworn law enforcement officers shall be required to document the hours worked pursuant to the rules and regulations promulgated by the Chief of Police.

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FLSA exempt employees, except those of the Department of Public Works and the Division of Buildings & Grounds, are not required to utilize the time clock but shall record their hours of work in the Township's automated time and labor management system. Any FLSA exempt employee who is suspected of abusing this privilege may be required by the Township Manager to utilize the time clock.

Supervisors shall be responsible for certifying the accuracy of attendance records of their respective departments.

Violations of these procedures may result in disciplinary actions up to and including termination.

Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face disciplinary actions up to and including termination.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	06/21/2021	Requiring certain FLSA exempt employees to utilize the time clocks.	MAC
2	16 January 2023	Changed approver from Cavallo to D'Arco	JD