

Kronos Time and Attendance Policy, as Amended November 6, 2014

Genesee County is in the process of converting to a web-based electronic time keeping system, Kronos. Upon implementation of the Kronos system throughout the various county locations, the guidelines of this policy shall apply. The Kronos system will coordinate with the County's payroll system to ensure employees are paid according to applicable laws and collective bargaining agreements.

With certain exceptions, it is expected that all Genesee County employees will use Kronos. Elected officials and Department Heads appointed by the Board of Commissioners are exempt from the policy requiring employees to clock in and out. Additionally, attorney employees in the Office of the Prosecuting Attorney, the Friend of the Court, Corporation Counsel, and Court departments may be exempted from the policy of clocking in and out at the discretion of the department heads of those departments. The Department Head must provide written authorization of the exemption to the Payroll Analyst. If exempted, the Kronos schedule for each attorney employee will be adjusted to 8 hours each day and a total of 40 hours each week. Each exempted employee will still be required to record any paid time off in the Kronos system and to approve their time card in Kronos. Also, each exempted attorney employee's supervisor will continue to approve the exempted attorney employee's time card in Kronos and to make any required adjustments.

Methods

The mandatory method for clocking in at the start of a shift and clocking out at the end of a shift is the utilization of the biometric scanners located near entrances.

The quick-punch time stamp or biometric scanners may be utilized when clocking in and out for lunch periods. The quick-punch is registered when the employee enters their user name and password into the time stamp link on the Kronos website.

In the event an employee is not able to clock in/out utilizing the methods described, they are to discuss further options with their Supervisor who will consult with Payroll.

Supervisor Responsibility

It is the responsibility of the Supervisor to ensure that electronic timecards of employees under their supervision are accurate. It is also incumbent upon the Supervisor that employees perform no work before or after their scheduled work hours. Additionally, each employee must be assigned a schedule in Kronos by the Supervisor.

All edits or changes to an employee's timecard in Kronos must include an explanation in the 'comment' option provided in Kronos to document the reason for the change. Any changes or edits made to an employee's timecard should be made known to the employee at the time of the change and should follow the appropriate collective bargaining agreement, personnel policy manual guidelines and/or applicable statutory requirements related to earned wages.

Any time an employee clocks outside his/her assigned schedule, it should be discussed with the employee. If it is determined the employee was not performing work during that time, the Supervisor must make the necessary changes in Kronos to reflect the time actually worked. A 'comment' must be included when a punch is changed. If an employee notifies his/her Supervisor that he/she has worked beyond the regular schedule, but has clocked in/out within 15 minutes before/after the scheduled shift (see Employee Schedule section), the Supervisor will modify the schedule to reflect actual time worked, if it is determined the employee was working.

Time worked outside of an employee's assigned schedule is to be pre-approved. The Supervisor is responsible for addressing such instances with employees.

Employee Responsibility

It is the responsibility of each employee to report his/her time worked, lunch periods and/or time off accurately and completely for each pay period. Any falsification or misrepresentation of time and attendance will result in disciplinary action up to and including termination.

- Employees are expected to be at their designated work stations at the start and end of their shift.
- Employees will be required to utilize the biometric scan method to clock in/out at the beginning and end of their scheduled shift.
- Employees will be required to utilize the biometric scan method to clock in/out for any absences during the day other than lunch.
- The quick-punch time stamp or biometric scanners may be utilized when clocking in and out for lunch periods.
- Employees should not clock in/out for their paid 15 minute breaks.

It is the employee's responsibility to obtain his/her Supervisor's approval for any time worked outside of his/her scheduled shift.

Employee Schedule

Employees will be allowed to clock in no more than 15 minutes before the start of their scheduled shift. Employees will also have 15 minutes after the end of their scheduled shift to clock out. Kronos will recognize the scheduled start and end time, for payment purposes, when an employee clocks in/out no more than 15 minutes before and after the scheduled shift.

It is to be understood, the 15 minutes is to allow employees ample time to be prepared to begin and end their shift. Employees are not permitted to perform any work for the employer(s) during the 15 minutes before and after the scheduled shift regardless of whether they have clocked in/out, unless pre-approved by the employee's Supervisor.

If work is performed during the 15 minute periods before and after the scheduled shift, it must be pre-approved by the Supervisor. The Supervisor must then edit the timecard in Kronos to document time worked.

Employees should not clock back in from lunch early thereby creating overtime, unless approved by their Supervisor and the employee is actually performing work.

Rounding

For a punch in/out during the day other than the 15 minutes before and after the scheduled shift, Kronos will round by the tenth of an hour as indicated in the table below.

Minutes from:	Kronos Rounds to:	Or the Equivalent of:
0 to 3	0 minutes	0 tenths of an hour
4 to 9	6 minutes	1/10th of an hour
10 to 15	12 minutes	2/10ths of an hour
16 to 21	18 minutes	3/10ths of an hour
22 to 27	24 minutes	4/10ths of an hour
28 to 33	30 minutes	5/10ths of an hour
34 to 39	36 minutes	6/10ths of an hour
40 to 45	42 minutes	7/10ths of an hour
46 to 51	48 minutes	8/10ths of an hour
52 to 57	54 minutes	9/10ths of an hour
58 to 63	60 minutes	1 hour

Employee Acknowledgement

I understand and acknowledge that I am not permitted to perform any work for the Employer(s) before the start of my shift and after the end of my shift and lunch without the express permission of my supervisor, regardless of whether I have clocked in or out.

Employee Signature

Date

Witness Signature

Date