

## APPENDIX K

### **Luzerne County Time & Attendance Policy and Procedure**

#### **Section 1 INTRODUCTION**

It is the policy of Luzerne County that all employees report to work as scheduled and strictly adhere to all beginning and end times established for their respective shifts, lunches and breaks. It is the responsibility of each Manager and Supervisor to enforce this policy for employees assigned under their authority. The County, as employer, will pay all employees in accordance with applicable pay rules and practices established by policy or governed by collective bargaining agreement(s).

The County has implemented the **KRONOS** automated payroll system to collect and enter employee time information and seamlessly integrate with the County's payroll system. Implementing an automated payroll system ensures accurate pay for our employees, integrates staff schedules to payroll, provides manager and staff with real-time accrual information, allows on-line requests for time off, provides staff access to electronic timecards for verification, eliminates paper payroll process and provides real-time data to managers to assist with day-to-day labor to volume management. The system supports emergency preparedness initiatives by providing information about staff presence and availability.

#### **Section 2 EMPLOYEE ASSIGNMENT (CLOCK/WEB)**

- 2.1** Each employee will be assigned to either a **Clock or Web** use category based on Office/Department location, the number of employees and/or the nature of an employee's position requiring substantial out of office work. This assignment will be made at the start of employment, upon promotion or transfer or the beginning of the **KRONOS** implementation whichever is applicable.
- 2.2** Employees in both assignment categories (**Clock and Web**) must utilize the **KRONOS** system in order for a payroll to be generated for any time worked.
- 2.3** Each employee will utilize their Employee Identification number as their PIN # to access Kronos, either as a Clock or Web assigned employee.
- 2.4** This policy applies to all Regular or Temporary Full-Time and Part-Time employees including Per Diem employees, and to any other employee whose payroll is generated by Luzerne County. Only elected officials are exempt from this policy.

**A. Clock Assigned Employees:**

1. Employees in this category have been assigned to Time Clock payroll information collection and entry based on the employee working at a fixed physical office/departmental location the majority of the time. Employees in this category travel outside the office infrequently to not at all.
2. Employees are required to clock in/out at the beginning and end of their shift , lunch breaks and for any other non-work break occurring in the middle of the normal regular work day; e.g. one (1) hour vacation in the middle of the day for a Doctor's appointment. Employees are not required to clock in/out for scheduled non-lunch breaks.
3. Time Clocks are conveniently located throughout County Office locations. Employees should use the Time Clock Station closest to the entrance of their department. The Kronos System does allow, however an employee can use any Time Clock Station throughout the County to accommodate for travel business or temporary assignment at another County location.
4. At times, clock-assigned employees may be required to travel on County business to a location outside the County or to a County location without a Time Clock, resulting in the employee not being able to clock in or out or both. In this instance, the employee must notify his/her Supervisor in advance, or immediately upon return to work from the location if advance notification is not possible.
5. Many employees are required to attend offsite training periodically. These activities are prescheduled and will have had prior supervisory approval and therefore employee clock in/out is not required.
6. In no instance shall an employee deviate from his/her original work schedule without advanced approval from the Supervisor/Manager.

**B. WEB Assigned Employees**

1. Employees in this category have been assigned to WEB payroll information collection and entry based on an employee's job responsibilities requiring frequent work time outside a fixed physical County location.
2. Employees are required to clock in/out at the beginning and end of their shift, lunch break and for any other non-work break occurring in the middle of the normal regular work day; e.g. 1 (one) hour vacation in the middle of day for a Doctor's Appointment. Employees are not required to clock in/out for scheduled non-lunch breaks.
3. Employees will log in/out on a secure website for this purpose.
4. In those instances when and where, WEB access for clock in or out is not possible, the employee must notify his/her Supervisor in advance, or immediately upon return from the location if advance notification is not possible.

5. Many employees are required to attend offsite training periodically. These activities are prescheduled and will have had prior Supervisory approval and therefore employees clock in/out is neither practical nor necessary.
6. In no instance shall an employee deviate from his/her assigned work schedule without advanced approval from the Supervisor/Manager.

### **Section 3**

#### **KRONOS SIGN IN/OUT RULES:**

##### **A. Rounding**

1. Kronos clock punches will be rounded according to a seven-minute grace period with a fifteen-minute round. For example, if an employee clocks in at 9:07 a.m., the employee will be paid starting at 9:00 a.m. If the employee clocks in at 9:08 a.m., they will be paid beginning at 9:15 a.m. In this example, if the employee was to start at 9:00 a.m. he/she would be considered 15 minutes late for their shift.

##### **B. Arriving Early For Work/One Hour Convenience Rule**

1. It is recognized that many employees prefer to arrive early previous to the scheduled start of their shift and not work until the official scheduled start time. To accommodate this preference, employees will be allowed to sign in up to one (1) hour previous to the scheduled start of their shift as a convenience. The KRONOS System will record the official scheduled start time at the beginning of the shift for that day and not the actual sign in.
2. When an employee with supervisory approval is scheduled to work less than one (1) hour previous to their regularly scheduled start time of their shift or is called in early previous to the start of their shift coverage less than one (1) hour, the employee must coordinate with his/her Supervisor to adjust/edit this one (1) hour convenience rule.

##### **C. Missed Sign In/Out**

1. If an employee forgets to clock in or out the employee is to contact his/her Supervisor immediately when it is realized, to explain the circumstances and provide actual sign in or out information. The employee must not sign in or out when the mistake is realized. The Supervisor will adjust the employee's timecard with the Kronos System.
2. Each employee will be able to "View" their timecard at the Time Clock Station or on the WEB, depending on employee assignment. Missed Clock In/Out should be brought to the attention of the employee's Supervisor immediately.

3. Technical failures or problems with the Time Clock or WEB preventing clock in/out must be immediately brought to the attention of the employee's Supervisor. The Supervisor will immediately notify IT, Human Resources and Payroll. Time clock assigned employees should use the next closest time clock available for clock in/out where available.

**Section 4**      **LEAVE REQUESTS**

**A. Advance Requests – Vacation / Personal / Compensatory Time**

Employees may make such requests directly at the Time Clock or WEB, or may complete a "Request for Leave" form. Employees can check their accrual balances directly on the Time Clock or WEB, as assigned. Authorized granted leave will be incorporated into the employee's schedule and availability for view at the Time Clock / WEB as communication of approval of leave.

**B. Non-Advance Requests – Sick/Bereavement/All Other Time Off**

Employees must complete a "Request for Leave" form and submit it for Supervisory approval. Approved requests will be incorporated into the employee's schedule and reflected on the employee's Kronos Time Card for the payroll period.

**Section 5.**      **DEPARTMENT KRONOS CONTACT**

Each Supervisor and Department Head and designated staff shall be trained to handle the Kronos time keeping functions for their department. These functions will include editing/correcting clock punches (if needed), entering/maintaining employee schedules, generating attendance reports, as well as recording leave and holiday time. Any problems or issues including Pay information or use of the KRONOS System (Time Clock or WEB) should be directed to their attention.

**Section 6.**      **AUTHORIZATION OF EMPLOYEE TIME CARD**

Departments must submit their approved KRONOS Payroll in accordance with deadlines established by the Payroll Office.

**Section 7.**      **EMPLOYEE CHANGES**

Additions, deletions or changes to an employee's status for New Hires or Existing Employees, affecting an employee's payroll, will be handled by the Employee Change of Status Policy/Procedure as provided by Luzerne County Personnel Policy. All Employee Changes of Status are to be forwarded to and processed by the Human Resources Office.

**Section 8.**      **RECORD RETENTION**

Time records and schedules are stored electronically and can be retrieved in the Kronos System by departments. All departments should retain Kronos documentation including leave forms for a period designated by Human Resources.

**Section 9.**      **COMPLIANCE/DISCIPLINE**

- A. It is expected and required that all employees comply with the policy and procedure set forth in this document.
  
- B. Failure to comply will subject an employee to disciplinary action up to and including termination depending on the violation, specifically:
  - 1. Falsification of Time Records
  - 2. Signing In/Out or attempting to Sign In/Out for another employee
  - 3. Damaging, attempting to change a Time Clock. Criminal Charges and Restitution Charges may also be pursued
  - 4. Excessive Tardiness or Absences from Work as county Personnel Policy or Collective Bargaining Agreement.
  - 5. Failure to Sign In/Out as required without reasonable cause/excuse.
  - 6. Any other conduct, behavior or violation consistent with abuse of this policy.