TIME CLOCK POLICY AND PROCEDURES

1. Purpose
   1.1 To establish uniform guidelines and regulations to govern the use of time clocks by the Boys & Girls Clubs of Garden Grove.

2. General
   2.1 A Hand Punch time clock will be installed in all branch locations. All existing payroll procedures will remain in place. The Hand Punch time clock will be used as one of the acceptable means for keeping a record of hours worked by an employee.

   2.2 A convenient locale and sufficient number of time clocks shall be maintained by utilizing departments in order to properly facilitate the clocking in & out of employees.

3. Electronic Hand Punch Time Clock Cards
   3.1 Time clock cards meet the requirements of the Fair Labor Standards Act (FLSA) for records of hours worked if they accurately reflect the actual hours worked. Such cards, however, are not conclusive proof of time worked. If other evidence shows that an employee worked during periods in addition to those recorded on his/her time clock card, he/she is entitled to compensation for those additional periods with management approval of time worked.

   3.2 Notwithstanding the above, time clock cards, if used shall be the primary documentation used as source for reporting time worked on the Bi-Weekly time sheet record.

   3.3 All hourly and non-exempt employees are required to use the hand punch clock.

4. Clocking In & Out and Time Recording
   4.1 All employees must clock in at the beginning of their shift and out at the end of their shift, as well as for meal periods, breaks, and if the employee leaves the premises of the Boys & Girls Clubs of Garden Grove.

   4.2 No employee shall be allowed to punch in or out for another employee. Violation of this rule may be grounds for disciplinary action up to and including termination against both employees.

   4.3 If an employee fails to clock in and/or out, which results in a shortage on the employee’s pay check, the monetary adjustment will be processed on the next applicable pay cycle. The club director must send a written explanation to the payroll office indicating the date(s) and hours missing along with a copy of the employee’s weekly time and attendance printout. The payroll office will not issue a separate check to an employee whose check is short due to not clocking in or out appropriately.

   4.4 It is the expectation of the BGCGG that our employees arrive at the site on time. The Hand Punch time clock will document and detect for tardiness.

   4.5 If any employee’s hand will not scan, they are required to report it immediately to their director or assistant director. Employees are not to pound or bang on the time clock due to damage that can be sustained. If damage is incurred by an employee due to negligence, they will be held liable for the cost of repair, or replacement, of the time clock.
Time Clock Policy & Procedures continued

4.6 Every other week when hourly or non-exempt employees receive their pay check, it should be reviewed carefully for correctness, especially personal time off, vacation, and any other hours. Any correction must be brought to the attention of the director, assistant director, or payroll department within one week of the receipt of the pay check.

5. **Failure to Comply**

5.1 Employees who continually fail to comply with this, or any other BGCGG policy, will be subject to appropriate discipline up to, and including, termination of employment.

_________________________________ _________________________
Employee Signature Date

_________________________________ _________________________
Management Signature Date