Policy Title: Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require MGS to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

If an employee is unable to work on a scheduled work day, they must call in before the start of their shift and give the reason they are unable to report to work and the estimated time they will be off. Employees should follow the call-off procedures outlined in policy EHB 8-3 of this handbook. If the reason is for a short-term disability, long-term disability or worker's compensation disability, a written doctor's report will be required.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 10 minutes prior to their scheduled starting time nor stay more than 10 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.