

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Policy

<b>Title: Time Clock Utilization</b>	<b>Policy: ICO 52.00</b>
	<b>Effective Date: 01/15/2018</b>
<b>References:</b>	
<b>TTUHSC El Paso Institutional Compliance Website: <a href="http://elpaso.ttuhscc.edu/compliance/">http://elpaso.ttuhscc.edu/compliance/</a></b>	

### **Policy Statement**

The purpose of this internal procedure is to outline the process for guidelines to working hours and utilization of the time clock by non-exempt staff.

### **Scope**

All non-exempt compliance staff

### **Policy**

The Office of Institutional Compliance normal hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday. The department is closed on weekends, holidays and other days designated by administration. Hours are altered as determined by the needs of the University. Non-exempt employee hours are from 8:00 am to 5:00 pm, Monday through Friday, or as assigned by supervisor.

All non-exempt employees must use the time clock when they arrive in the morning, leave/return for lunch time, and at the end of the work day.

Non-exempt employees have up to 7 minutes before or after their assigned times to clock in or out. Employees who fail to clock in will be counted as being late.

All employees should plan to be at their workstations at their appointed time ready to work.

If the employee anticipates being late he/she needs to inform their immediate supervisor(s) with as much time a possible via immediate form of telecommunication, i.e. telephone, cell phone, email etc.

Employees may not stay late to make up for clocking in late.

Unsatisfactory punctuality may result in disciplinary action, up to and including termination.

### **Frequency of Review**

Prior to December 31<sup>st</sup> of each odd year

**Review Date:**

**Revision Date:**