



## CITY OF PROVIDENCE

### 4.2 TIMECLOCK POLICY

#### Purpose

The purpose of this policy is to establish clear time clock expectations, ensuring accurate tracking of employee hours worked, including regular hours and overtime. The use of a time clock system is determined by each department director, and it must be consistently applied within each department or a clearly defined division of a department.

#### Scope

This policy applies to all non-exempt employees of the City of Providence who are required to use a time clock system to record regular and overtime hours worked.

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict - between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

#### Policy

Each employee is required to have a record of hours worked which generally meet the standards outlined in the policy herein. In departments using time clocks or a web-based time keeping system, the following regulations will apply:

##### 1. Time Clock Requirements

- A. Employees are required to clock-in at the beginning of their scheduled shift and clock-out at the end of their scheduled shift or assigned overtime. Unauthorized early clock-ins or late clock-outs are not permitted. Consideration will however be given to employees for clock-in and clock-outs that are de-minimis, such as situations of multiple employees utilizing a single available timeclock within a relative fame of time.
- B. Employees must also clock-out and clock back in for lunch breaks, when required by their department. However, employees are not required to clock-in or -out for paid fifteen-minute breaks.
- C. Timekeeping is done using the designated timekeeping method determined by the department director or designee and employees are expected to adhere to those guidelines that the department sets as the standard practice.
- D. Employees are strictly prohibited from clocking in or out for another employee. Each employee must use their own credentials or time information to record their hours.

##### 2. Reporting Missing or Incorrect Clock-in/out

- A. If an employee forgets or is unable to clock-in or -out at the designated times, they must notify their supervisor or another designated department representative as soon as possible to report the omission.
- B. In accordance with departmental procedures, time recorded via time clock and/or timesheets will be considered the worktime an employee is paid, unless otherwise verified by actual time worked when such times conflict. Any adjustments to the recorded time must be approved by the employee's supervisor. Managers will be accountable to their department director for any manual changes submitted.



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- C. Except in emergency circumstances, prior permission to work overtime must be granted by the department director or supervisor.

### 3. **Departmental Discretion**

- A. Department directors have the discretion to implement additional guidelines for the use of time clocks within their departments, provided these guidelines align with the overall intent of this policy.
- B. Any department-specific rules must be communicated clearly to employees and applied consistently. Additionally, such rules must comply with the rights and standards of mandatory bargaining if any rule is considered a change in working conditions. Supervisors shall review any department specific rules with the Chief People Officer, prior to implementation.

### 4. **Compliance**

- A. Tardiness, leaving early without approval from a supervisor or director, failure to clock-in or -out, tampering with the time clock system, or any other violation of this policy will result in disciplinary action. The severity and frequency of infractions, as well as the employee's overall record, will determine the level of discipline applicable in conjunction with the City's Discipline Policy.
- B. Progressive disciplinary action may include verbal warnings, written warnings, suspension, or termination of employment, depending on the nature and recurrence of the violation.

#### **Related Policies:**

Leave of Absence Policy  
Discipline Policy  
Workplace Theft and Misappropriation  
Attendance Notification Policy

#### **Other Related Information:**

[Local 1033 Collective Bargaining Agreement](#)