

DEPARTMENT: HUMAN RESOURCES - COMPENSATION	POLICY DESCRIPTION: RECORDING WORK HOURS
APPROVED:	REVIEWED:
REPLACES:	REVISED: 11/20/17
ADOPTED:	REPLACES POLICY DATED: 09-01-04
Page 1 of 4	REFERENCE NUMBER: C-II-07

SCOPE: All ARH employees

PURPOSE:

To ensure that employees are paid appropriately. It is the policy of Appalachian Regional Healthcare, Inc., (ARH) to maintain accurate records of the hours worked by non-exempt employees, including overtime hours, and use of paid and unpaid leave time by all employees in compliance with applicable law and regulations.

DEFINITIONS:

A. Exempt Employee

Exempt employees are paid a salary and are not subject to overtime.
Reference Employee Classifications

B. Non-Exempt Employee

Non-exempt employees are paid hourly for all hours worked and are subject to overtime. *Reference Employee Classifications*

C. Labor Workx or API

ARH's automated time keeping system.

D. Quick Badge

Option for employee time entry on API LaborWorkx via the intranet for employees in units that do not have a Badge Reader / Time Clock.

E. ID

Employee Identification Badge issued by ARH Human Resources to each employee

F. Badge Reader

The Badge Reader is the electronic time clock utilized to record employee work time.

PROCEDURE:

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I. Time Keeping

- A. Non-exempt employees are not permitted to perform any services for or on behalf of ARH unless clocked in.
- B. Employees are required to wear an ARH issued identification (ID) badge for identification and time keeping purposes.
Reference Dress Code
- C. Non-exempt employees are required to clock in and out using their assigned Employee ID on a time clock / badge reader when reporting to and leaving work.
- D. Exempt employees are required to clock in using their assigned Employee ID on a time clock / badge reader once per workday.
- E. Employees who are regularly assigned to work at a facility that does not have a time clock / badge reader are permitted to clock in and / or out using the Quick Badge in the API Time Workx System.
- F. Non-exempt employees traveling away from their home unit will report their time to their manager for entry. Exempt employees may swipe / clock in at another ARH unit or post the travel to the calendar if traveling to a non-ARH unit.
- G. Employees will immediately report to their manager any time they fail to clock in/out.
- H. Managers will make the appropriate adjustments to the employee's time upon report of the failure to clock in/out. A failure to clock in or out shall be considered an occurrence of tardiness or early departure for attendance management purposes.
- I. Non-exempt employees are required to clock in/out when arriving and departing from work and for personal business, including leaving the ARH Campus.

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- J. Employees will be provided an unpaid meal period, customarily 30 minutes, during which they are to perform no services for or on behalf of ARH. For non-exempt employees, the timekeeping system will automatically deduct 30 minutes for a meal period during each 8 hours of work. Employees who do not get a full uninterrupted meal period must report this in writing to their manager who will adjust the time accordingly.
 - K. Non-exempt employees will not clock more than six (6) minutes before or six (6) minutes after their scheduled work time. Exceptions must be approved by the appropriate manager.
 - L. Non-exempt employees may not work outside their regular scheduled work hours without the appropriate manager's permission. Non-exempt employees will be paid for time worked, whether or not authorized in advance. Unapproved work outside the regular scheduled shift may be subject to disciplinary action.
 - M. Employees will be paid based on any worked or leave time approved by the required manager.
 - N. Employees are responsible for clocking for themselves, therefore, any employee who clocks in/out for someone other than themselves, whether by badge reader or Quick Badge, will be subject to disciplinary action up to and including termination.
Reference Employee Termination
 - O. Any manager who willfully and intentionally enters or alters clock in/out times for an employee for purposes of fraud will be subject to disciplinary action up to and including termination.
Reference Guidelines for Conduct and Employee Termination
 - P. Employees should enter request for education or paid leave time on the calendar in the Time Workx system in advance of the date. Otherwise, employees working outside their assigned facility will have their travel work or education time entered by their manager.
- II. Reporting Errors in Time Recorded

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- A. It is the responsibility of the employee to immediately report any errors in time recorded to their manager.
 - B. It is the responsibility of the managers to make corrections to the employees' time reports before the system is closed for the pay period. Changes noted after the pay system is closed are to be reported to Payroll via Human Resources before payments are issued, whenever possible. Incorrect payments or recordings for prior periods are to be reported to Payroll, via Human Resources by completing a hardcopy payroll supplement.
 - C. Employee time errors will be corrected either in the current pay period if possible, or in the following pay period.
- III. Malfunctioning Card/Badge Reader/Lost ID Badge
- A. If a Card Reader is malfunctioning, then the employee should locate the nearest working reader, clock in and report any malfunctioning reader to the manager. If all badge readers are down then the manager must report the malfunction and enter the employee's time.
 - B. It is the employee's responsibility to report lost, damaged, or malfunctioning ID Badges to their manager.
 - C. It is the responsibility of the employee to obtain a new ID Badge, when required. If an ID Badge malfunctions due to normal wear and tear, then a new ID Badge will be issued at no cost to the employee; otherwise, employees shall pay \$5.00 for replacement badges.
- IV. Manager Responsibilities
- A. Managers are responsible for reviewing, editing and approving the time to be certified for each employee on Monday of the week following the close of the pay period.
 - B. Human Resources is responsible for reviewing and reconciling outstanding exceptions with the managers by 10 AM Tuesday of the week following close of the pay period.

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- C. The final time must reflect all adjustments made by the Manager to record hours worked by an employee who failed to clock in or out for any hours worked.
- D. Managers must have their time approved by their immediate Manager or authorized designee.
- E. When the manager will be unavailable to approve payroll, then the manager will make arrangements to send their staff's electronic time record to an alternate manager to approve. In the event no arrangements are made, then the approval of the person at the next highest level is required.
- F. Managers are responsible for recording standby compensation by date and amount.
- G. Managers are responsible for approving and recording leave hours, paid or non-paid, excused or unexcused.
- H. Managers are responsible for including a note on the automated timekeeping system for each entry made by the manager on the employee's time record.
- I. Managers are responsible for entering all upgrade rates and hours for each occasion of upgrade.