

HUMAN RESOURCES  
POLICY AND PROCEDURE MANUAL  
FOR  
MARLBOROUGH HOSPITAL  
MARLBOROUGH, MASSACHUSETTS

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CATEGORY: HUMAN RESOURCES

SUBJECT: TIME REPORTING FOR NON-EXEMPT EMPLOYEES

### **PURPOSE**

To provide Department Managers/Supervisors with appropriate guidelines for maintaining accurate records of all hours worked by employees and all paid and unpaid time off taken by employees during each pay period. In addition, these guidelines are intended to ensure that employees are paid for all time worked, in compliance with state and federal law.

### **DEFINITIONS:**

Meal period: Massachusetts law requires that any non-exempt employee working a shift of more than six (6) consecutive hours be given 30 consecutive minutes for an uninterrupted unpaid meal period, taken away from the work area.

Work break: Employees may be permitted two (2), 15 minute paid breaks for each 8 hour shift, or one (1), 15 minute paid break for a 4, but less than 8 hour shift, at the discretion of Marlborough Hospital. Work breaks may not be used to extend lunch breaks or to shorten the work day.

Non-exempt: A position subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and Massachusetts state law.

### **POLICY**

#### **General Statement of Expectations**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Marlborough Hospital (the "Hospital") to keep accurate records of time worked in order to calculate employee pay and benefits. "Time worked" is all of the time actually spent on the job performing assigned duties

#### **Recording Time Worked**

All non-exempt employees are required to accurately record the time they begin and end their work. Specifically, employees are required to swipe their identification badges through one of the automated timekeeping machines posted throughout the Hospital to record the beginning and ending times of the hours they have worked. Employees, as a convenience, may swipe in/out within seven (7) minutes before/after their assigned work hours. Employees are only permitted to work during their assigned work hours and not during these "grace periods," or any time outside of their assigned work hours, unless previously authorized to work additional time by their Department Manager/Supervisor, or his/her designee.

Employees who swipe in during the "grace period" will be paid from the start of their assigned work hours,

rather than from the time they swiped in, based on the understanding, as explained above, that employees are not permitted to work outside of their assigned work hours, without prior authorization. Similarly, employees who swipe out during the "grace period" will be paid until the end of their assigned work hours, rather than until the time they swiped out, based on the understanding that employees are not permitted to work outside of their assigned work hours.

These "grace periods," for pay purposes only, apply to the seven (7) minute period after the scheduled start time and before the scheduled end time of each employee's assigned work hours. However, an employee who swipes in after the scheduled start of their assigned work hours will still be considered tardy for purposes of the Hospital's Attendance and Punctuality policy. Similarly, while employees are permitted to swipe out within seven (7) minutes of the end time of their assigned work hours, they are expected to work the entire period of their assigned work hours. Department Managers/Supervisors are responsible for ensuring that employees do work until the end of their assigned work hours and the Performance Management Process may be initiated if employees fail to do so.

Department Managers/Supervisors are also responsible for ensuring that employees do not perform work, unless previously authorized to do so, outside of their assigned work hours.

Employees who do perform work during the "grace periods," or at any time outside of their assigned work hours, in violation of this policy, are required to swipe in/out to indicate the hours they have worked and to inform their Department Manager/Supervisor, or his/her designee, of the additional time worked. In such situations, employees will be compensated for the additional time worked and the Performance Management Process may be initiated in the same manner as would be applied for any other policy violation of a similar magnitude.

The scheduled times that employees should report to and leave work are determined by their Department Managers/Supervisors and do not need to be recorded by employees.

### **Editing Employees' Entries of Time Worked**

The Hospital uses an automated timekeeping system to record non-exempt employees' time worked. This timekeeping system automatically "rounds" employees' time entered to the nearest quarter hour, based on seven (7) minute increments (e.g., 6:53 – 7:07 a.m. would automatically round to 7:00 a.m., 7:08 – 7:22 a.m. would automatically round to 7:15 a.m., 7:23 – 7:37 a.m. would automatically round to 7:30 a.m., 7:38 – 7:52 a.m. would automatically round to 7:45 a.m., etc.).

Under certain circumstances, Department Managers/Supervisors are required to edit employees' entries of their time worked, in order to ensure employees are paid for all of their time worked. This system may result in situations in which employees are paid for slightly more time than they have actually worked, however, it is essential that Department Managers/Supervisors administer this system in a way that ensures that employees are never paid for less time than they have actually worked.

### **Recording Time Taken for Meal Breaks**

The Hospital's timekeeping system automatically deducts a thirty (30) minute unpaid meal break from the time worked each day by those non-exempt employees who are not eligible for a paid meal break. Employees are not permitted to work during their assigned meal break, unless previously authorized or requested to do so by their Department Manager/Supervisor, or his/her designee.

Employees who do work during their entire assigned meal break are required to swipe their badges and enter a code indicating that no meal break was taken.

Employees who intentionally take a meal break of less than thirty (30) minutes are required to swipe their badges in and out to indicate the actual time taken for the meal break.

Employees who intend to take a thirty (30) minute meal break, but who return to work early, are required to inform their Department Manager/Supervisor that a partial meal break was taken. The Department Manager/Supervisor is then responsible for confirming and entering into the timekeeping system the actual time taken for the meal break.

Department Managers/Supervisors are also responsible for ensuring that employees do take their assigned meal breaks.

Employees who do perform work during their assigned meal breaks without receiving prior authorization or a request to do so from their Department Manager/Supervisor, in violation of this policy, will be compensated for the additional time worked and the Performance Management Process may be initiated in the same manner as would be applied for any other policy violation of a similar magnitude.

If an employee leaves the premise for a meal break or any other reason they are required to punch out and back in upon return.

### **Review and Verification of Hours Worked**

At the end of each pay period, all non-exempt employees are required to review their hours worked during that pay period and notify their managers in writing if they have corrections. Department Managers/Supervisors are responsible for reviewing, confirming and entering corrections into the timekeeping system.

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

Department Managers/Supervisors with questions about these procedures are encouraged and expected to seek assistance from the Human Resources and/or Payroll Department in order to ensure proper timekeeping and payroll administration.

Managers are responsible for reviewing and confirming the information, in Kronos, and submitting it to the payroll office by 11:00 a.m. on the Monday of the following week.

Rescission: This is a new policy on 3/15/10.  
Reviewed/Revised: 3/15/10, 2/11/13, 3/3/1/2016  
Developed by the Human Resources Department