

# CLINTON HOSPITAL

## POLICIES AND PROCEDURES

Hospitalwide   X    
Interdepartmental \_\_\_\_\_  
Intradepartmental \_\_\_\_\_  
Review Responsibility   Human Resources  

Effective Date:   October 1, 2012    
Date Deleted/Replaced: \_\_\_\_\_  
P&P Control #   HR - 1 - 12    
Replaces P&P Control #:   HR - 1 - 11  

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### Time Reporting for Non-Exempt Employees

#### PURPOSE & POLICY STATEMENT:

Clinton Hospital has established this policy to ensure that its non-exempt employees are compensated in accordance with all applicable state and federal laws.

- A. Non-exempt employees are responsible for recording all time worked, including time eligible for shift differential and premium pay. Because employees in non-exempt positions must be paid based on all time worked, it is essential that all time worked be accurately and timely recorded and reported for payroll processing.
- B. Managers are responsible for approving all time worked and paid time-off submitted by non-exempt employees.
- C. Non-exempt employees are paid weekly for time worked as reported through the Kronos time reporting system. Non-exempt employees must record the exact time they begin working and the exact time they stop working.
- D. Non-exempt employees who begin working after the start of their scheduled work shift will be considered late, and may be subject to discipline up to and including termination.
- E. Non-exempt employees who leave the premises without manager authorization prior to the end of their scheduled work shift may be subject to discipline up to and including termination.
- F. Non-exempt employees who work more than their scheduled hours of work without pre-authorization may be subject to discipline up to and including termination.

#### SCOPE:

This policy applies to all employees of Clinton Hospital, except that if any conflict exists between this policy and a collective bargaining agreement provision, the applicable provision of the collective bargaining agreement will control.

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#### APPROVAL:

  Vice President, Human Resources     9/28/12    
Date

#### REVIEW/REVISED:

\_\_\_\_\_  
Date

**DEFINITIONS:**

**Non-Exempt** - A “Non-Exempt” employee is subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (the “FLSA”) and Massachusetts state law. A non-exempt employee will be paid overtime if they work over 40 hours in a work week.

**Meal Period** – 30-minute consecutive uninterrupted unpaid meal period each work day that an employee works more than six consecutive hours and is free to leave the premises.

**Work Break** - 15 minutes or less of paid time during which employees may take time away from work-related activities, which may be given at the discretion of Clinton Hospital.

**RESPONSIBILITY:**

Managers and/or supervisors together with Human Resources are responsible for both compliance with and monitoring this policy.

**PROCEDURE:**

- A. All non-exempt employees are required to accurately report all hours of work using the Kronos time recording system by swiping in immediately before beginning work and swiping out immediately after completing all work. No employee is authorized to swipe the badge of another employee. Any employee who engages in this practice will be subject to serious disciplinary action, up to and including termination. Non-exempt employees must record their start time contemporaneously with the time they actually start working and record their end time contemporaneously with the time they actually stop working.
- B. Clinton Hospital provides all non-exempt employees with a 30-minute consecutive uninterrupted unpaid meal period each work day that an employee works more than six consecutive hours and is able to leave the premises during their meal periods. The Payroll Department assumes that a 30-minute consecutive uninterrupted meal period has been taken unless the employee records in the Kronos time recording system or on a timesheet that the meal period was missed or interrupted. Therefore, if an employee’s meal period is interrupted or missed for any reason such that the employee does not receive a 30-minute consecutive uninterrupted meal period on each day that the employee works more than six consecutive hours, it is the employee’s responsibility to report the missed or interrupted meal period in accordance with the Meal Periods Policy. At the end of each work week, all non-exempt employees are required to ensure that all of their working time for the week is accurately reported. The department Payroll Exception Form is to be used by the employee to note any time not accurately recorded in Kronos. If, after raising an issue with their manager, an employee has any concern regarding the accuracy of their pay, the employee must report this concern immediately to Human Resources, Senior Management, or the Compliance Liaison at 978-368-3714.
- C. Managers are also responsible for reviewing and confirming employees’ reported hours worked by authorizing the hours in the Kronos time recording system by 10:00 a.m. on the Monday of the following work week.

- D. It is a violation of Clinton Hospital's policy for anyone to alter an employee's reported time. Any changes to an employee's reported time must be discussed with the employee, with the employee's acceptance of the change documented. If the employee does not agree with the change, the manager must notify Human Resources. Employees must always be paid for all time worked, whether or not authorized, and whether or not the time worked falls within the employee's scheduled shift.
- E. It is a violation of Clinton Hospital policy for anyone to instruct or encourage another employee to work off-the-clock, to incorrectly report hours worked, or to alter another employee's time records. If anyone instructs or encourages an employee to incorrectly report hours worked, work off-the-clock, or to alter another employee's time records, that employee should report the incident immediately to the Compliance Liaison at 978-368-3714. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee(s) who violates this policy. In addition, Clinton Hospital will not tolerate any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.