

## RESOLUTION No. 2015-6-2-2

### A RESOLUTION OF THE VILLAGE OF VINTON, TEXAS AMENDING THE PERSONNEL POLICY MANUAL BY ADOPTING A TIME CLOCK POLICY

WHEREAS, the Village Council of the Village of Vinton, Texas has purchased a time-clock system to record the hours worked by its employees and it is necessary to adopt a time-clock policy in order to streamline the timekeeping and payroll process as well as to make uniform its application in order to ensure consistency of treatment for employees.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VINTON, TEXAS as follows:

Section 22 of the Personnel Policy Manual adopted by Ordinance No. 2010-4-20-3 is hereby amended by adding the following provisions:

#### **Section 22:2 Time Clock Policy**

All employees (exempt and nonexempt) are required to use the time clock system to record their hours worked. Nonexempt employees are required to clock in and out for payroll and attendance purposes. The time clock records will be used to track attendance for exempt employees.

Employees are required to clock in and out at the time clock station located in the Vinton Village Hall. Employees are required to clock in no sooner than 10 minutes before or after the scheduled shift and clock out no later than 10 minutes before or after the scheduled shift. Nonexempt employees are required to clock in and out for lunch breaks in addition to the beginning and end of the day.

A time-sheet report for each employee will be produced at regular two week intervals. If the time-sheet report shows that an employee failed to clock in or out as required, the employee will be required to manually write on the time-sheet report the hours worked an explanation for each failure to clock in or out. In addition, an employee who fails to clock in or out must also notify the employee's department supervisor by the following work day to explain the circumstances and to provide actual clock in or out information. Employees who repeatedly miss time clock entries will be subject to disciplinary action.

Nonexempt employees are permitted to work overtime only with prior authorization from the employee's department supervisor. Overtime includes clocking in early or late or working through the scheduled lunch period. Nonexempt employees who work overtime without prior authorization will be subject to disciplinary action.

Employees who have clocked in but are repeatedly absent from their workstations during work hours are likewise subject to disciplinary action.

If an employee is unable to clock in or out because of a time clock malfunction, it is the employee's responsibility to immediately notify the department supervisor. The department supervisor will manually clock employees in and out until the malfunction is remedied.

Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action, up to and including termination.

All entries on the employees' time sheet reports shall be reviewed by the department supervisor each pay period and, after any necessary corrections, notations or adjustments are made, the department supervisor shall sign off on the reports following the end of the payroll cycle.

The Village Administrator is responsible for the daily oversight of this policy.


PASSED AND APPROVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VINTON, TEXAS on this 2nd day of June, 2015.

  
MADELEINE PRAINÓ, Mayor

Attest:

  
JESSICA GARZA,  
Village Administrator

Approved as to Form:

  
SHANE A. ENGLISH, Village Attorney