POLICIES AND PROCEDURES FOR THE USE OF THE TIME CLOCK FOR NON-EXEMPT EMPLOYEES OF THE TOWNSHIP OF MAIDENCREEK

Employees of the Township of Maidencreek who are subject to overtime provisions of the Fair Labor Standards Act (FLSA) are required to clock in and out on the time clock maintained at the Maidencreek Township Building or at such other locations as the Board of Supervisors may designate. The FLSA distinguishes between exempt and non-exempt employees. Exempt employees are not paid for the time that they work, but for the work they do. Exempt employees are salaried and they are exempt from the overtime requirements of FLSA. Non-exempt employees, on the other hand, are paid for the time that they work, and the Township of Maidencreek is required by FLSA to pay time and one-half for all hours worked over 40 hours. The purpose of these policies and procedures, therefore, is to set forth rules for employees who "punch" or clock in on the time clock.

Clocking in and out for Regular Work Shift. Employees who are subject to overtime provisions of FLSA are required to clock in no later than the beginning of their scheduled work shift and to clock out at the end of the scheduled work shift, unless required to work over time or unless on approved leave. Employees are required to clock in no sooner than ten minutes prior to the beginning of their shift and to clock out no later than five minutes after their shift ends. Employees who clock in late or clock out early will have time removed from their time cards unless overtime is approved by the manager.

Clocking in and out during Lunch and Break Periods. Employees are not required to punch in and out during scheduled lunch and break periods. If the Township of Maidencreek has reason to believe that employees are abusing lunch breaks, the Township may require that employees punch in and out for such breaks.

Clocking in for Other Employees. Clocking in for other employees is prohibited. Under no circumstances will an employee punch a time clock for another employee.

I certify by my signature that I have received a copy of the Policies and Procedures for use of the Time Clock for Non-Exempt Employees of the Township of Maidencreek; that these policies and procedures have been explained to me; and further that I have had an opportunity to ask questions about the policies and procedures.

_____ _____

Employee Date