RESOLUTION NO. 21 -2015

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF MAIDENCREEK, BERKS COUNTY, PENNSYLVANIA, ADOPTING POLICIES AND PROCEDURES FOR THE USE OF THE TIME CLOCK FOR NON-EXEMPT EMPLOYEES OF THE TOWNSHIP OF MAIDENCREEK.

BE IT RESOLVED by the Board of Supervisors of the Township of Maidencreek, Berks County, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

WHEREAS, Maidencreek Township places a high value on its employees and is committed to providing a fair and safe workplace for all employees; and

WHEREAS, Maidencreek Township desires to be compliant with the overtime provisions of the Fair Labor Standards Act for non-exempt employees; and

WHEREAS, a written time clock policy will set forth guidelines to address expectations for the documenting of hours worked by non-exempt Township employees.

NOW, THEREFORE, be it resolved by the Board of Supervisors of the Township of Maidencreek, Berks County, Pennsylvania and it is hereby resolved by the authority of the same as follows:

SECTION 1. That the Maidencreek Township Board of Supervisors hereby adopts the Policy and Procedure for the Use of the Time Clock for Non-Exempt Employees of the Township of Maidencreek attached as Exhibit A.

SECTION 2. All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

SECTION 3. The effective date of this Resolution shall be the date that the same is signed by the Board of Supervisors.

RESOLVED AND ADOPTED by the Board of Supervisors of the Township of Maidencreek, Berks County, Pennsylvania, in lawful session duly assembled this 8th day of October, 2015.

Attest:

Joseph Rudderow III, Chairman

David Franke, Vice Chairman

Claude Beaver, Roadmaster

Diane Hollenbach
Secretary/Treasurer

POLICY AND PROCEDURE FOR THE USE OF THE TIME CLOCK FOR NON-EXEMPT EMPLOYEES OF THE TOWNSHIP OF MAIDENCREEK

Employees of the Township of Maidencreek who are non-exempt and therefore 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. Employees who are subject to this Policy and Procedure will be informed of its provisions at the time of hire or at the time they otherwise become subject to it. The purpose of this Policy and Procedure is to set forth rules for employees who "punch" or clock in and out on the time clock.

Clocking In and Out for Regular Work Shifts. Employees subject to this Policy and Procedure 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 overtime or unless on approved leave. Employees are allowed to clock in no earlier than five minutes prior to the beginning of their shift and to clock out no later than five minutes after their shift ends, unless approved to work additional time. All overtime worked must be properly recorded by clocking in before beginning overtime (unless the overtime is a continuation of the employee's usual shift) and clocking out when the scheduled overtime has been completed. A non-exempt employee who clocks in more than five minutes late or leaves more than five minutes early without permission will have his or her pay docked by the amount of the late start/early end that exceeds five minutes.

Clocking In and Out for 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 lunch breaks lasting at least thirty minutes, and the employee will be relieved of all work for that period of time.

Clocking in for Other Employees. Clocking in for other employees is prohibited, as is any tampering with the time clock or any time cards. Under no circumstances shall an employee punch a time clock for another employee.

Violations of this Policy and Procedure. Employees who violate this Policy and Procedure by failing to clock in or out, or by working unapproved overtime, whether or not reflected by time clock entries, will be subject to discipline, up to and including termination. Employees who violate this Policy and Procedure by clocking in or out for another employee or tampering with the time clock or time cards are subject to immediate termination from employment.

I certify by my signature that I have received a copy of the Policy and Procedure for the 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 this Policy and Procedure.

_____ _____

Employee Date