

POLICIES AND PROCEDURES FOR THE USE OF THE TIME CLOCK FOR NON-EXEMPT EMPLOYEES OF THE CITY OF DECHERD, TENNESSEE

- I. **Introduction**. Employees of the City of Decherd who are subject to overtime provisions of the Fair Labor Standards Act (FLSA) are required to clock in on the time clock maintained at City Hall, or at such other locations as the city administrator 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 that they do. Exempt employees are salaried, and they are exempt from the overtime requirements of FLSA. FLSA does not require that exempt employees be paid for overtime; however, some cities pay salaried employees for overtime, even if it is minimally at the rate of one hour's pay for one hour's work. Non-exempt employees, on the other hand, are paid for the time that they work, and the City of Decherd is required by FLSA to pay time and one-half for all hours worked over 40 hours, except for special provisions for police and fire employees. Non-exempt fire employees who work more than 53 hours per week are required to be paid overtime. Non-exempt police employees who work more than 43 hours per week are required to be paid overtime.

The purpose of these policies and procedures, therefore, is to set forth rules for employees who "punch" or clock in on the time clock.

- II. **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 five 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 compensation for such lost time deducted from their paychecks.
- III. **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 City of Decherd has reason to believe that employees are abusing lunch breaks, the city may require that employees punch in and out for such breaks. It is not recommended that employees clock in and out during other scheduled break times.
- IV. **Clocking in for other Employees Prohibited**. Under no circumstance will an employee punch a time clock for another employee.
- V. **Employees on Leave**. Employees who are on annual, sick leave, or other approved special leave, are not required to punch the time clock while on such approved leave; however, all documentation for leave must be submitted to the immediate supervisor, in accordance with the city's leave policies.

I certify by my signature that I have received a copy of Policies and Procedures for use of the Time Clock for Non-Exempt Employees of the City of Decherd; 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.

_____ Date: _____
Employee