



NEW ROCHELLE PUBLIC LIBRARY **TIMEKEEPING POLICY**

PURPOSE

The purpose of this policy is to ensure accurate, efficient, and compliant timekeeping of employee hours, scheduling, reporting, and confirming hours worked.

1. SCOPE

This policy applies to all employees of the New Rochelle Public Library.

2. TIME KEEPING SYSTEM

- 2.1 Timekeeping will be done by using an ADP Time System.
- 2.2 The system can be downloaded via an app on smartphones, desktop computers, and iPad kiosks located at every service desk.

CLOCKING PROCEDURES

3. DAILY CLOCK-IN

- 3.1. All employees must clock in at the start of their shift using the designated time clock system.
- 3.2. All employees must clock in real time at the start of their shift using the designated time clock system.

4. DAILY CLOCK-OUT

Employees must clock out immediately after finishing work.

5. MEAL BREAKS

- 5.1. All staff are entitled to a one-hour meal break.
- 5.2. Staff are required to punch out during lunch breaks.
- 5.3. The timekeeping system features a countdown clock to indicate the remaining break time.
- 5.4. Employees must punch back in at the one-hour mark.

6. REMOTE AND FIELD WORK

- 6.1. Bargaining unit employees will be unable to clock in and out off-site.
- 6.2. Employees are required to contact their supervisors to enter their time when working off-site.

7. TIME-ROUNDING POLICY

- 7.1. Time entries may be rounded to the nearest quarter hour.
- 7.2. Unexcused and/or unapproved absences of more than seven (7) minutes caused by the employee's failure to clock in on time or by clocking out early may require the use of accrued leave balances to cover the absence or be treated as an unpaid absence.

8. MISSED OR INCORRECT PUNCHES

Employees who forget to clock in or out must notify their supervisor by email so a correction can be made.

9. TIME CLOCK PROBLEMS

If an employee is unable to punch in or out due to a time clock malfunction, it is the employee's responsibility to immediately inform his/her supervisor and/or payroll administrator.

10. PROHIBITED ACTIONS

Any falsification, tampering, or unauthorized viewing of time clock records is grounds for disciplinary action. This includes, but is not limited to:

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in (Buddy punching) for another employee.
- Leaving early without clocking out.

11. OVERTIME APPROVAL

- 11.1. Overtime is prohibited, except with the written permission of the Library Director.
- 11.2. If you work past your scheduled end time, you must notify your supervisor.
- 11.3. Unauthorized overtime may not be compensated.

12. COMMUNICATION & TRAINING

- 12.1. New hires will receive training in the clock-in/clock-out process.
- 12.2. Refresher training will be scheduled when systems are updated or when time clock rules are changed.

13. POLICY ACKNOWLEDGEMENT

Employees are required to sign an acknowledgment form confirming they've read and understood this clocking-in and out policy. Violation of the timekeeping policies, including a pattern of missing or late time entries, will result in disciplinary action.

Adopted by the New Rochelle Public Library Board of Trustees

on September 11, 2025