POLICY FOR STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 9.39	TOTAL PAGES 6 (No attachments)
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CHAPTER: 9 HUMAN RESOURCES AND EMPLOYEE MANAGEMENT RELATIONS	SUBJECT: TIMEKEEPING PROCEDURES	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:	10/19/2016	
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* §6517, §6504; State of Delaware Merit Rules; Human Resources Procedure Number 3

II. PURPOSE: To establish policy and procedure for the proper recording of employee worked and leave time. Employee attendance reliability helps to ensure institutional security, employee safety, fair workload distribution among employees and consistent program delivery.

III. APPLICABILITY: All Department of Correction (DOC) employees.

IV. DEFINITIONS:

Employee State Time & Attendance Reporting (eSTAR): Automated time collection program designed to record employee work and leave time. The program interfaces with the Payroll Human Resources State Technology (PHRST) in order to produce employee pay. Each employee has been provided a profile with pre-determined pay and leave settings that agree with the employee's eligibility for pay or leave under Merit Rules, Collective Bargaining Agreements or other Federal and State mandates.

Clock In/Clock Out: Time entry by the employee using the time clock device or the web clock.

Gracing: Rule embedded in eSTAR which applies a 30 minute window before and after an employee's scheduled shift start time and a 30 minute window before and after an employee's scheduled shift end time. eSTAR will recognize the clock in and out times as the regular scheduled shift start and end times within the window (i.e. employee clocks in at 7:30 AM for a shift starting at 8:00 AM – eSTAR begins compensable time at 8:00 AM). Gracing only applies to regular scheduled shifts as loaded in eSTAR. Gracing does not apply to time worked in which a schedule is not loaded (i.e. casual/seasonal, overtime, employee without an eSTAR shift) nor does it apply when an employee utilizes approved leave for a partial period of a regular scheduled shift.

Leave Approver: Employee responsible for approving leave for one or more employees within eSTAR.

Methods of Time Reporting: Time clock, web clock, elapsed time (self-service).

Rounding: Rule embedded in eSTAR that compensates employees (either paid time or compensatory time) in increments of 15 minutes. Time will round down to the start of the quarter hour up to seven minutes from the clock time (i.e. 8:07 AM rounds to 8:00 AM) and rounds to the end of the quarter hour up to seven minutes from the clock time (i.e. 8:08 AM rounds to 8:15 AM).

Shift Trades: Exchange of full and partial shifts by personnel in accordance with DOC Policy 9.34.

Timekeeper: Employee responsible for making adjustments to payroll records and whose primary function is processing payroll at DOC.

V. POLICY: The Department of Correction requires employees to report to duty assignments by their scheduled work start time. Employees must use the timekeeping system to enter work time through their assigned method of reporting and employee self-service to request leave. Merit Rules and collective bargaining agreement language shall prevail in the event of a discrepancy in the administration of this policy.

VI. PROCEDURES

Employee Time Worked Recording Procedures

A. Employees assigned to use a time clock method of reporting must enter their State Employee ID and use one of their fingerprints to clock in and clock out.

1. Compensable time begins at the employees' official work start time and ends at the scheduled departure time. Time worked before or after an employee's official schedule must be approved by a supervisor in advance.
2. Employees must submit leave requests for any non-worked time in advance, whenever possible, for approval. Leave requests for the current pay period must be submitted by the close of business the Sunday after pay day.
3. Employees must clock in upon arrival at their designated facility and must clock out when departing the workplace at their designated time clock.
4. Employees may not clock in more than 30 minutes before their eSTAR scheduled start time and must clock out within 30 minutes after the end of their eSTAR scheduled departure time unless approval is given by a supervisor in advance. If approval is not received, the employees' clock in and out times will be adjusted by the Timekeeper to the regularly scheduled shift hours. (See "Gracing" in IV. Definitions.)
5. The system will grace to the nearest 30 minute increment using the 30 minute gracing rule. This action is for the purpose of pay only. Shift commanders/supervisors are responsible for monitoring scheduled start and end times for their employees.
6. Casual/seasonal employees will clock out and clock back in for meal breaks.
7. Employees reporting directly to external activities without access to a time clock, such as trainings or meetings, must submit documentation, i.e. approved Travel/Training form, DLC registration, certificate of completion, etc. to their supervisor, shift commander or designee

to account for the time worked. Institutions must implement procedures to ensure the Timekeeper receives the documentation or shift roster for entry of time worked into eSTAR.

8. Employees unable to clock in or out due to technical issues with the time clock must notify their shift commander, supervisor or designee of the time worked.
9. Employees are paid or receive compensatory time in 15 minute increments. The system will round the clock in time to the nearest 15 minute increment using a seven minute rounding period. This action is for the purpose of pay or compensatory time only, and rounding only applies for time worked but not scheduled in eSTAR (i.e. overtime, regular scheduled shift with partial day of leave, and casual/seasonal hours). Shift commanders/supervisors are responsible for monitoring scheduled start and end times for their employees. Timekeepers will manually adjust the start and end times for time worked but not scheduled in eSTAR based on approval of the shift commander/supervisor. (See "Rounding" in IV. Definitions.)
10. Overtime (OT)
    a. If an employee is working consecutive shifts (double) for the same budget unit at his/her assigned facility, the employee will clock out only at the end of the final shift.
    b. If an employee is working OT at their assigned facility but for another budget unit (i.e. JTVCC security employee working in Food Services), the employee is to use the Location button on the clock to select the appropriate work assignment/location prior to beginning the OT shift.
    c. If a Level IV employee is working OT in his/her same budget unit (i.e. Plummer Community Corrections Center employee working OT shift at Hazel D. Plant Women's Treatment Facility), the employee must change their work location on the time clock at the beginning of the OT shift but does not clock out until the end of the final shift (i.e. end of double). This rule applies to employees working within the two facilities of New Castle County Community Corrections (Plummer Community Corrections Center and Hazel D. Plant Women's Treatment Facility); the two facilities of Kent County Community Corrections (Central Violation of Probation Center and Morris Community Corrections Center); and the two facilities of Sussex Community Corrections Center (Sussex Violation of Probation Center and Sussex Work Release Center). If a New Castle County Community Corrections (NC4) employee works OT at Kent County Community Corrections Center (KCCC), that employee will clock out at the NC4 location and clock in at the KCCC using the Location button on the clock to select the appropriate work assignment/location prior to beginning the OT shift.
    d. If an employee is scheduled to work an OT assignment at a facility other than his/her designated location, the employee is to clock out at the designated facility and clock in upon arrival at the facility where he/she is working the OT. The employee must press the Location button on the time clock and select the appropriate work assignment/location.
    e. If an employee is working an OT assignment where there is no time clock available, such as a community hospital, the employee must annotate in the log book his or her arrival and departure time, and communicate that information to the shift commander. Institutions must implement procedures to ensure the Timekeeper receives the shift roster for entry of the overtime shift into eSTAR.

f. If employees attend external activities at sites with no time clocks, such as trainings or meetings, they are responsible for submitting documentation, i.e. approved Travel/Training form or Delaware Learning Center (DLC) registration with certificate of completion, to account for the time worked to the supervisor, shift commander or designee. Institutions must implement procedures to ensure the Timekeeper receives the shift roster for entry of the overtime shift into eSTAR.

g. Employees' clock in and clock out times will be adjusted by the Timekeeper to match the Overtime Authorization Form or other approval from shift commander/supervisor.

B. Employees assigned to use the web clock method of recording time must clock in and clock out at a State of Delaware computer.

1. Compensable time begins at the employee's official work start time and ends at the scheduled departure time. Time worked before or after an employee's official schedule must be approved by a shift commander/supervisor in advance. If approval is not received, the employees' clock in and out times will be adjusted by the Timekeeper to the regularly scheduled shift hours.
2. Employees must submit leave requests for any non-worked time in advance, whenever possible, for approval. Leave requests for current pay period must submitted by close of business the Sunday after pay day.
3. Employees must clock in by their scheduled start time at a State of Delaware computer and must clock out at their scheduled end time.
4. Employees may not clock in more than 30 minutes before their eSTAR scheduled start time and must clock out within 30 minutes after the end of their eSTAR scheduled departure time unless approval is given by a supervisor in advance. If approval is not received, the employees' clock in and out times will be adjusted by the Timekeeper to the regularly scheduled shift hours. (See "Gracing" in IV. Definitions.)
5. The system will grace to the nearest 30 minute increment using the 30 minute gracing rule. This action is for the purpose of pay only. Shift commanders/supervisors are responsible for monitoring scheduled start and end times for their employees.
6. Casual/seasonal employees working time before or after their official schedule must be approved by a supervisor in advance. The hours worked must be consistent with HR approval.
7. Casual/seasonal employees must clock out and in for meal breaks.
8. Employees reporting directly to an external training, meeting or location without a State of Delaware computer available to clock in and out must submit documentation, i.e. approved Travel/Training form, DLC registration, certificate of completion, etc., to their supervisor, shift commander or designee to account for the time worked. Institutions must implement procedures to ensure the Timekeeper receives the documentation or shift roster for entry of time worked into eSTAR.
9. Employees unable to clock in or out due to technical issues with the State of Delaware network or available computers must notify their supervisor, shift commander or designee of the time worked and reason web clocking did not occur.
10. Employees are paid or receive compensatory time in 15 minute increments. The system will round the clock in time to the nearest 15 minute increment using a seven minute rounding

period. This action is for the purpose of pay or compensatory time only, and rounding only applies for time worked but not scheduled in eSTAR (i.e. overtime, regular scheduled shift with partial day of leave, and casual/seasonal hours). Shift commanders/supervisors are responsible for monitoring scheduled start and end times for their employees. Timekeepers will manually adjust the start and end times for time worked but not scheduled in eSTAR based on approval of the shift commander/supervisor. (See "Rounding" in IV. Definitions.)

11. Overtime (OT)
    a. If an employee is working consecutive shifts (double) or additional overtime hours for the same budget unit at his/her assigned facility, the employee will clock out only at the end of the final shift.
    b. Employees' clock in and clock out times will be adjusted by the Timekeeper to match the Overtime Authorization Form or other approval from shift commander/supervisor.

C. Employees assigned to elapsed (self-service) time method of reporting must arrive at the job assignment by the scheduled start time and leave their job assignment at the scheduled end time.

1. Compensable time begins at the employee's official work start time and ends at the scheduled departure time. Time worked before or after an employee's official schedule must be approved by a supervisor in advance.
2. Employees must submit leave requests for any non-worked time in advance, whenever possible, for approval. Leave requests for the current pay period must be submitted by close of business the Sunday after pay day.
3. Meal breaks are automatically deducted from scheduled hours.
4. Alternative Work Schedules and Holidays
    a. If a State holiday falls on a day that a permanent, full-time employee on an alternative work schedule would not be scheduled to work, the employee shall receive equivalent time off of work (7.5 or 8.0 hours). Use of this equivalent time shall require approval of the shift commander/supervisor, and must be taken in a lump sum increment within 30 working days from the date of the holiday (unless otherwise approved by the Bureau Chief or Commissioner).
    b. If a State holiday falls on a day that a permanent, full-time employee on an alternative work schedule is scheduled in excess of 7.5 or 8.0 hours, the employee must account for the additional hours through the use of annual leave, compensatory leave or by working additional hours within the two-week period with prior approval of the shift commander/supervisor. The employee's timekeeper will adjust for the additional hours worked in the timekeeping system upon approval of the shift commander/supervisor.
    c. Employees working part of the day on a State holiday will have their hours adjusted consistent with a. and b.
5. Overtime
    a. Employees must receive approval in advance for working hours beyond their scheduled start and end times.
    b. Institutions must implement procedures to ensure the Timekeeper receives documentation approving the overtime for entry into eSTAR.

Timekeeper Responsibilities

A. Timekeepers are to reconcile timesheets in accordance with DOC eSTAR Job Aides by the established deadlines each pay period.
B. Timekeepers may enter missed time clock in or clock out only with approval of the designated authority. Comments must include designated authority name and date approved.
C. Timekeepers must verify all overtime earned at another institution by their facility's employees.
D. Timekeepers must delegate timekeeping responsibilities to another authorized Timekeeper during absences and in advance whenever possible.

Leave Approver Responsibilities

A. Leave Approvers should check eSTAR at least daily to review pending leave requests.
B. Leave Approvers should approve or deny leave requests as soon as operationally possible based on institutional scheduling. Leave approvals for current pay period must be approved by 9:00 AM the Monday after payday.
C. Leave Approvers must delegate authority to another Leave Approver during absences. Please verify the employee has the Leave Approver role before delegating.

Employee Responsibilities

A. Employees are responsible for ensuring that their pay is accurate. Any underpayment, overpayment or other pay discrepancy must be brought to the immediate attention of their Timekeeper.
B. Employees should review their timesheet at the end of each pay period to ensure hours worked and leave used are accurate on the Monday after payday for the prior two-week pay period. Employees must notify their timekeeper of any discrepancy as soon as possible.
C. Employees should review their leave balances to ensure accuracy. Employees should contact their Timekeeper to discuss any discrepancy.
D. Employees failing to clock in or out for any reason must contact their supervisor, shift commander or designee as soon as possible. Supervisors, shift commanders or designee must discuss the error with appropriate Timekeeper. Any hours worked that are not paid due to the employee's failure to perform the time or web clocking function is the responsibility of the employee.
E. Tardiness occurs when an employee arrives at their duty assignment (post) past their scheduled shift start time.
F. Time clock-assigned employees may agree to trade shifts in accordance with DOC Policy 9.34.