

We are reviewing our policy on the time clock grace period at the start and end of an employee's scheduled shift. We are wondering if other companies would be willing to share their policies regarding this grace period and how they handle it.

Currently, our policy states the following:

"...You will clock in no earlier than 7 minutes prior to your scheduled starting time or stay past the end of your shift unless you are authorized to do so by your manager/supervisor..."

Thank you so much!

Summary: 18 responses. Seven minutes was the most common time period mentioned. Some companies report following shift time instead of time clock.

Ours is similar.

The policy above is the exact same policy as ours...7 minute rounding: 7 minutes before start of the shift and 7 minutes after the end of the shift unless otherwise authorized by the supervisor.

If times are restricted and not rounding in 15 minute increments you have to pay for each minute versus using rounding. Our policy allows for a pre and post punch of not more than five minutes. We pay for each minute that is recorded. All overtime must also be approved by a supervisor or manager.

Several of the companies with which I am involved have streamlined this issue over the past decade or so...

Clocking-In within 10 minutes before the start-time rounds up to the start time. Clocking-out within 10 minutes following the end time rounds down to the end-time. Beyond these, overtime is paid if approved by one's supervisor. This automatic rounding avoids congestion at the clock at shift change, but tardiness applies to any delay in clocking in or out instead of the proper start and end times defined for the shift. It should be noted that the time clock software used in these companies allows easy implementation of these rules, so that the manual calculations and corrections are unnecessary.

We do not have a policy on this issue

We currently have the same policy and it has worked very well.

Time Records

The law requires us to keep accurate records of the hours worked by each employee. Employees are to “punch in” at the start of their scheduled shift and “punch out” when their shift is complete. The time clock keeps a record of your hours.

Important Rules:

1. Do not punch “in” earlier than seven (7) minutes before your scheduled starting time. Do not punch “out” after seven (7) minutes beyond your approved ending time unless you have authorization from your manager to do so. You will only be paid from the start of your shift. Every employee is expected to be at their workstation on time – ready to start work at whatever the starting time is for the shift they are working, and to be at their workstation at the end of their shift.
 2. Leaving Company premises is prohibited during working hours without approval from your manager. If approved, you must clock out prior to leaving.
 3. If you make an error in punching, or forget to clock “in” or “out”, notify your supervisor at once. Your supervisor must approve all corrections.
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Our policy is 10 minutes before and 10minutes after
The rest is the same as yours

They are only paid at the start of the shift, regardless of what time they punch in. They do not go to the production floor until the last minute. We pay by the minute for anything over 2 minutes past the end of their shifts. If they have a lot of minutes, we are asking them to explain and tell us what they did. If it is not authorized, they are given a verbal to communicate to us before it happens again the next time. But they are paid if they are working. Office staff is paid by the minute.

Our hourly employees get paid for the time they clock in. Overtime must be approved by a supervisor.

We use a 12 minute round, so if an employee punches in 11 minutes before or 11 minutes after it is rounded to the hour.

Hourly Nonexempt Employees are required to scan in at the beginning of the shift no earlier than 12 minutes before the scheduled work time begins; and scan out at the end of the shift no later than 6 minutes after the scheduled work time ends.

If these parameters are not met for whatever reason (time clock didn't work, forgot to punch in/out, etc.) that requires a correction, the employee must sign off on the correction using the attached form. *(Editor's note: please see the last page of this compilation.)*

Your wording reads perfectly in compliance with NLRB guidelines they have a formula which figures out to a max of 7 minute pre-punch. We use the 7 minute pre-punch in and record start of work at 8 am. Our time keeper cites the ee if earlier right away as this is a costly expense if it gets out of hand. We also require punch out and in if leaving property usually in an auto so the ee is on their own for insurance and we can find them if an emergency occurs.

Because of employees milking our clock for years, we went to a policy of not following time clock for pay, but instead follow shift time for pay.

So unless they have permission to work overtime they only get paid for the 7 hour shift they work. Before they were clocking in 10-20 minutes early and after each shift and getting overtime pay for these "stolen" minutes. They were pissed when we cracked down on this since it was adding up to around 2+ hours a week at \$28/hr x 1.5= \$84 per week x 52 = \$4348/year these employees were stealing from the company for drinking coffee/changing clothes and BSing with working people.

Our day shifts starts at 7:00 am ... Employees are not to punch in before 6:47 am (13 minutes) without permission from manager/supv

We expect employee's to be at their work station by 7:00 our grace period is One Minute. If they punch in after 7:01 they are docked 15 minutes.

We have had this policy for over 25 years and employees are punctually because of it.

At end of the shift 3:00pm, there is a 5 minute warning bell, at 2:55 that allows employees to go clean up, etc. before punching out.

Our policy is 15 minutes prior to and after shift.

Our policy is similar in that we have a 7 minute grace period. If they clock in at 6:05am, it will round them back to 6:00am. Also, employees are required to complete an exception form if they are working anything other than their normally scheduled shift.

Below is some language from the Department of Labor (DOL) Wage & Hour Division on time keeping/record keeping. It's always a good idea to look at their website for their regulations when deciding what to do when determining employee hours, time keeping, etc.

Use of time clocks.

(a) Differences between clock records and actual hours worked.

Time clocks are not required. In those cases where time clocks are used, employees who voluntarily come in before their regular starting time or remain after their closing time, do not have to be paid for such periods provided, of course, that they do not engage in any work. Their early or late clock punching may be disregarded. Minor differences between the clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise a doubt as to the accuracy of the records of the hours actually worked.

(b) "Rounding" practices.

It has been found that in some industries, particularly where time clocks are used, there has been the practice for many years of recording the employees' starting time and stopping time to the nearest 5 minutes, or to the nearest one-tenth or quarter of an hour. Presumably, this arrangement averages out so that the employees are fully compensated for all the time they actually work. For enforcement purposes this practice of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all the time they have actually worked.

Here is the link to the eLaws page for record keeping as well. <http://webapps.dol.gov/elaws/whd/flsa/hoursworked/screenEE29.asp>
