

**VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE**

**NUMBER: 695
VERSION: 1**

SUBJECT/TITLE: CLOCKING IN AND OUT

POLICY: The employee is responsible for the accuracy, legibility and completeness of all information recorded on the time card and its timely submission to the supervisor. The supervisor is responsible for checking all entries on the completed time card before he/she signs it.

Employees and supervisors are cautioned that falsifying timekeeping information or tampering with timekeeping document are serious offenses, subject to disciplinary action, which could include discharge from County service.

Employees will clock in or hand-write entries onto time cards based on their job classification.

Exception shall not be made to this policy except by written approval by the Facilities Director.

Hand written entries for the following classifications must reflect daily time of arrival and departure. All hand written entries must be recorded in black ink. All other classifications will use mechanical tie clock.

| <u>JOB CLASSIFICATION</u> | <u>ITOM NO.</u> |
|--|-----------------|
| Manager II, Facilities Operations and Crafts | 6686 |
| Manager I, Facilities Operations and Crafts | 6685 |
| Shop Supervisors: | |
| Carpenter Supervisor | 6266 |
| Electrician Supervisor | 6480 |
| Equipment Maintenance Supervisor | 6616 |
| Medical electronic technician Wk Supervisor | 6533 |
| Painter Working Supervisor | 6979 |
| Plumber Supervisor | 7275 |
| Staff Assistant | 0907 |
| Steam Filter and Refrigeration Supervisor | 7763 |

The following is a list by job classification of employees who will use a mechanical time clock to record their time:

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JOB CLASSIFICATION

ITOM NO.

| | |
|-------------------------------------|------|
| Carpenter | 6257 |
| Computer Equipment Operator | 2489 |
| Construction and Repair Laborer | 6601 |
| Electrician | 6471 |
| Elevator Mechanic | 6504 |
| Equipment Maintenance Worker | 6610 |
| General Maintenance Worker | 6619 |
| Helper, Carpentry | 6346 |
| Helper, Electrical | 6349 |
| Helper, Metal Working | 6352 |
| Helper, Painting | 6354 |
| Helper, Pipe Trades | 6355 |
| Intermediate Clerk | 1138 |
| Intermediate Typist Clerk | 2214 |
| Locksmith | 6704 |
| Medical electronic Technician | 6531 |
| Painter | 6973 |
| Plumber | 7269 |
| Refrigeration mechanic | 7745 |
| Senior Equipment Maintenance Worker | 6613 |
| Senior Typist Clerk | 2216 |
| Sheet Metal Worker | 7662 |
| Steam Fitter | 7754 |
| Student Worker | 8242 |
| Student Professional Worker | 8243 |
| Warehouse Worker II | 2332 |

PURPOSE:

PROCEDURE:

DEPARTMENTS: FACILITIES

DEFINITIONS:

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| References: | |
| Approved by: Robert Ross (Director, Facilities) | Date: 08/12/2009 |
| Review Date: 07/12/2015 | Revision Date: |
| Distribution: Facilities | |
| Original Date: 08/12/2009 | |