



POLICY

Effective Date: 11/20/2024

Clock In and Clock Out

Statement of Philosophy

This clock in clock out policy is to ensure accurate timekeeping and payroll processes at Kids Central Incorporated and consistent and fair employee treatment. This policy covers all hourly full-time, hourly-part time, and nonexempt salaried workers at Kids Central, Inc.

Clock In Clock Out Procedure:

All nonexempt employees must clock in and out at the start and end of each shift using the Paylocity mobile app or any computer at Kids Central. In addition, all nonexempt employees are required to clock out at the beginning of a meal break and clock in when they return to work.

- Employee hours will be rounded to the nearest quarter hour in compliance with FLSA guidelines. For example, if an employee clocks in at 8:07 am, the employee will be paid from 8:00 am. If an employee clocks in at 8:08 am, the employee will be paid from 08:15 am.
- Break times:
 - Rest breaks. Employees are entitled to one rest break of 15 minutes when they're scheduled to work more than four consecutive hours. In compliance with FLSA guidelines, rest breaks are paid as hours worked.
 - Meal breaks. Employees are permitted to one 30-minutes meal break when they're scheduled to work more than six consecutive hours. At the beginning and end of each meal break, employees are required to clock out and in. Employees are relieved of all duties during meal breaks. Supervisors may set schedule to auto clock in and out for lunch breaks if the employee takes a break at the same scheduled time every day.
 - Supervisors must assign and preapprove all breaks.
- Submission. Employees are responsible for submitting accurate time records. Employees are responsible for requesting corrections through Paylocity for their supervisor's



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approval. Before submitting timesheets to payroll, the supervisor will approve the records and check their accuracy.

- Overtime. Any hours worked over 40 hours in a workweek are eligible for overtime pay at a rate of time and a half — or 1.5x the employee’s normal hourly rate. Overtime must be approved by the employee’s supervisor in advance. Refer to Kids Central’s Overtime Policy for more information.

Employees’ Responsibilities:

- Employees are responsible for checking the accuracy of time records daily.
- Employees must confirm that time records reflect actual hours worked.
- Employees must review and approve all time entries per pay period before approving and submitting them for payment processing.
- Must approve time for the previous week by the following Monday. For example, for the week dated Mon 11/11/24, through Friday 11/15/2024 must be approved by the end of business day on Monday 11/18/24.
- Employees are responsible for requesting timecard corrections when any inaccuracies or issues are discovered. Employees are to use the Paylocity app for corrections.

Supervisor’s Responsibilities:

- Supervisors are responsible for checking the accuracy of time records on a regular basis.
- Supervisors must confirm that time records reflect actual hours worked.
- Supervisors must review all time entries per pay period before signing off and approving them for payment processing.
- Supervisors must approve time for the previous week by the following Monday. For example, for the week dated Mon 11/11/24, through Friday 11/15/2024 must be approved by the end of business day on Monday 11/18/24.



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- Supervisors are responsible for dealing with any inaccuracies or issues in a timely manner.

Conduct and Violations:

Any violations of this clock in clock out policy will be considered a serious offense subject to disciplinary action up to and including termination.

Example violations include but are not limited to:

- Buddy punching — An employee clocking in or out for another employee who is absent from work.
- Unauthorized overtime — An employee working more hours than scheduled without getting approval from their supervisor.
- Time theft — An employee claiming to have worked hours that they didn't. Clocking in does not automatically mean the employee is working.
- Failing or forgetting to clock out — An employee that didn't clock in or out needs to submit a valid reason for their supervisor's approval. Employees must use the Paylocity app for corrections.

Professional Development:

Kids Central's Human Resources Specialist will provide training on this policy during orientation. During onboard training employees will be assigned Paylocity training on clock in and out procedures using the Paylocity mobile app or a KCI computer.



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Kids Central Incorporated
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It is vital that Kids Central be good stewards of their funding. This clock in clock out policy is to ensure accurate timekeeping and payroll processes at Kids Central Incorporated and consistent and fair employee treatment. This policy covers all hourly full-time, hourly-part time, and nonexempt salaried workers at Kids Central, Inc.

By signing this policy, you agree to adhere to all the provisions. You also are demonstrating your understanding that any violations of this clock in clock out policy will be considered a serious offense subject to disciplinary action up to and including termination.

If you have any questions or uncertainty regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Kids Central Incorporated Clock In and Clock Out policy.

I have read and understand Kids Central Incorporated's Clock In and Clock Out Policy, and I understand the requirements and expectations of me as an employee.

Employee signature

Date