

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**

**PATUXENT INSTITUTION
Directive**



PID # 50-18

DATE: June 15, 2005

SUBJECT: Personnel

**TITLE: Time Clock and Civilian Time
Card Procedures**

- I. **REFERENCE:** Code of Maryland Regulations (COMAR) 17.04.11.20, Department of Public Safety and Correctional Services, Standards of Conduct and Administrative Disciplinary Process
- II. **APPLICABLE TO:** All employees
- III. **PURPOSE:** To provide a policy and procedure regarding the proper reporting and maintenance of positive timekeeping records for uniformed and civilian employees.
- IV. **DEFINITIONS:**
 - A. **Business days** – Monday through Friday, excluding holidays;
 - B. **Civilian Time Card Violation** – Failing to record the hours worked on the time card on a daily basis to include the actual time the employee started and ended work, signing in or out for someone else, or failing to sign the time card in accordance with this Directive.
 - C. **Time Clock Violation** – Failing to punch the time clock, punching out earlier than allowed, punching someone else's card, or failure to sign the time card in accordance with the Directive.
- V. **POLICY AND PROCEDURE:**
 - A. Time clock users
 1. All employees required to punch the time clock are required to do so at the beginning and end of their work day.

2. Overtime or compensatory time worked outside of the stated work period must be pre-approved by the employee's immediate supervisor.
3. At the end of each pay period, all employees must sign their own time card prior to the time cards being submitted to Payroll. This is done so that the employee can attest to the card's accuracy and completeness. If the employee knows in advance that he/she will be absent on the day the time cards are due, then the employee should make arrangements with the supervisor to have the card completed and to get the employee's signature on it.
4. If an employee is absent at the end of the pay period and is unable to sign the time card, then it is the employee's responsibility to go to the Payroll Office within two business days after returning to work to review and sign the time card.
5. Failure to sign the time card in accordance with this Directive may result in loss of pay for the pay period covered by the time card and will result in progressive disciplinary action.
6. Each time an employee fails to punch the time clock, punches early, or fails to sign the time card, the employee's supervisor will document the incident.
7. Action taken on each occasion will depend on the employee's record of time clock violations during the previous 12 months.

B. Civilian Time Card Users

1. All employees not required to punch time time clock will record their actual work time on bi-weekly time cards. This will be done on a daily basis.
2. At the end of each pay period, all employees must sign their own time card prior to the time cards being submitted to Payroll. This is done so that the employee can attest to the card's accuracy and completeness. If the employee knows in advance that he/she will be absent on the day the time cards are due, then the employee should make arrangements with the supervisor to have the card completed, signed, and submitted to the Payroll Office.
3. If an employee is absent at the end of the pay period and is unable to sign the time card, then it is the supervisor's responsibility to complete the card and forward it up to Payroll. When the employee comes back to work, it is the employee's responsibility to go to the Payroll Office within two business days after returning to work to review and sign the time card.

4. Failure to sign the time card in accordance with this Directive may result in loss of pay for the pay period covered by the time card and will result in progressive disciplinary action.
5. Each time an employee fails to properly record his/her work hours, or fails to sign the time card, the employee's supervisor will document the incident.
6. Action taken on each occasion will depend on the severity of the infraction as well as prior time card violations during the previous twelve months.

C. All Employees

Submission of fraudulent documentation to obtain wages or benefits is considered to be a Third Category Infraction under the Department of Public and Safety and Correctional Services, Standards of Conduct, for which disciplinary action up to, and including, termination is the sanction.

VI. RESCIND: PID 50-17, dated 10/22/97



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Director

DISTRIBUTION: A
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