

**Reference :** HUMAN RESOURCES  
**Section :** WORK RULES  
**Title :** TIMEKEEPING REQUIREMENTS  
**Policy Number :** 04-05-01  
**Issue Date :** 07/20/2007  
**Revision Date :**

## **I PURPOSE**

The purpose of this policy is to define proper timekeeping requirements for employees.

## **II APPLICABILITY**

This policy applies to all NFTA/NFT Metro employees.

## **III POLICY**

### **A. Non-Exempt Employees**

All non-exempt employees are required to sign or punch in upon arrival at their work location, sign or punch out and in for their lunch period, and sign or punch out at the end of the work day. Under the Fair Labor Standards Act (FLSA), employees are considered to be non-exempt if they: 1) are paid by the NFTA/NFT Metro based on an hourly wage; 2) do not qualify for a statutory exemption and therefore, are compensated at a rate of one and one-half times their regular pay for hours worked in excess of forty (40) hours in a work week.

Sign-in sheets will be located in each department, where applicable. Department Managers are charged with the responsibility of monitoring all entries.

### **B. Exempt Employees**

Unless required by a supervisor, exempt employees do not have to sign in and out daily or for lunch. Exempt employees are generally those who receive a minimum salary level (currently, \$23,660 per year), are paid weekly or biweekly, and perform job duties defined as "exempt" by federal law. Exempt employees must record all absences, such as vacation, sick, and personal leave, on the NFTA Employee Time Record, which must be signed by the immediate supervisor.

**An employee who deliberately falsifies a sign-in sheet or Employee Time Record will be subject to discipline, up to and including termination.**