



Policy: Recording of Hours Worked -Update

Policy Number: POL.P.03.05

Page: 135

Originator: Kimberly Rice

Date: 4/14/2022

Authorized by:

Ronald Plummer
Board Chair

Date: 4/18/22

References: Policies CAPRA 1.4.1

Revision Date: 4/18/2022

POL.P.03.05 – Recording of Hours Worked

All non-exempt employees are required to maintain an accurate and legible record of their hours worked, by clocking in and out through the Time Clock Plus Electronic System. These time records, which must be approved by the immediate supervisor, are the basis for employee paycheck calculations. An employee with permission to leave during working hours must clock out and clock in upon return.

Employees shall not clock or sign in or out for other employees. Recording another employee’s time record or falsification of an employee's own time record is against GSC Parks policy and is grounds for disciplinary action up to and including termination of employment.

An employee must commence work immediately after clocking in. Failure to commence work immediately is deemed to be a falsification of timekeeping records.

An employee who forgets to clock or sign in or out must notify his or her supervisor immediately so the time may be accurately recorded for payroll.

Fitness Instructors and Program Coordinators

Fitness Instructors and Program Coordinators are allotted 15 minutes before and 15 after their class/program for prep and clean up.

Falsification of Time Sheets

Falsification of Time Sheets is a serious offence and can lead to immediate termination.

Timeclock Rounding

GSC Parks practices timeclock rounding using the 7-minute rule/One-quarter of an hour. The first seven (7) minutes of an interval, GSC Parks will round the time back, and the next seven minutes of an interval, GSC Parks will round the time forward.

For example, when an employee’s daily timesheet shows that they’ve started work at 8:45 AM and ended at 4:47 PM, the total of hours comes out at 8 hrs 2mins. The employer can then choose to round the time to the nearest 5, 10, or 15 minutes. In this case, it would be 8hrs 5mins.

Start Time	Rounded Time
07:53 – 08:07	08:00
08:08 – 08:22	08:15
08:23 – 08:37	08:30
08:38 – 08:52	08:45
08:53 – 09:07	09:00