NOTE: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC). MUSC RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. POLICY

The purpose of this policy is to provide guidelines to employees for proper use of the Medical University's Time and Attendance Recording System (KRONOS). The KRONOS system provides a convenient method for tracking hours worked, by permitting non-exempt (hourly-paid) employees to swipe in and out using card readers. The goal of the Medical University of South Carolina is to ensure that all employees are treated equitably and fairly.

II. PROCEDURES

A. Employee Responsibility

1. Hourly-paid employees are expected to use the time and attendance system by swiping their MUSC Employee ID badge. This method of recording time and attendance should be utilized whenever there is a time clock available in close proximity to the
employee's work area. Employees will be assigned a time clock and are required to swipe in and out at their assigned time clock.

2. In cases where the employee is not able to access a time clock, as determined by management, the timesheet method of recording time and attendance may be considered. Prior approval and documentation of the timesheet method must be obtained in advance.

3. Replacement MUSC ID badges are available through the Department of Public Safety, at a cost to the employee.

4. An employee may never swipe with another employee’s card or allow another employee to swipe with his/her badge. Employees found to be doing otherwise will be subject to immediate termination. If an employee forgets to swipe in or out, he/she must notify his/her manager through appropriate departmental communication channels. Employees who consistently forget to swipe in or out will be subject to disciplinary action.

5. More than three missed swipes in one month is considered excessive. In addition, employees should swipe in/out only on card readers designated by their departments. Failure to do so could result in disciplinary action. Refer to Human Resources Management Policy No. 45, Disciplinary Action.

B. Arrival/Departure

1. Hourly-paid employees are required to record arrival and departure times using their MUSC ID badge. Employees are not permitted to swipe into the KRONOS system until they are in their work area. Employees are not permitted to swipe into the system prior to seven and one-half minutes before the scheduled starting time or out of the system seven and one-half minutes after the scheduled departure time, unless overtime has been approved by the manager or designee. Refer to Human Resources Management Policy No. 45, Disciplinary Action.

2. If an employee is approved by the appropriate designated authorities to work in a unit or department other than his/her home department, the employee must transfer his/her hours using the appropriate function key on the card reader and the receiving department number. Signs next to the reader will include a list of department numbers.
C. **Rounding for Calculation Purposes**

The KRONOS system will round the times in seven and one-half minute increments to the nearest quarter of an hour. This rounding policy simplifies payroll calculations and allows a fifteen minute window of time for employees with the same scheduled start time to use the card reader. Employees must still begin actual work at the *actual* start time and end work at the *actual* end time. Employees who do not comply with this policy will be subject to disciplinary action for tardiness or working unauthorized overtime. (Please reference MUSC Human Resources policy, 45, Disciplinary Action.)

D. **Overtime**

Overtime is time spent "on the job" by a nonexempt (hourly-paid) employee in excess of 40 hours in a single workweek. If overtime is required, it should be distributed as evenly as possible among affected employees. When overtime becomes necessary, the manager or supervisor must specifically approve the scheduling in advance and be responsible for the overtime worked. If overtime is required, hours worked in excess of 40 in a single workweek will be paid at 1 ½ times the normal rate. The workweek consists of seven consecutive 24 hour periods beginning on Sunday. "Hours worked" refers to time actually spent on the job and does not include authorized absences from the job, i.e., annual and sick leave, holidays, etc. An employee’s "normal rate" is the base rate plus any additional pay, i.e., differential pay that is paid during the workweek. The requirement that an overtime rate be paid after 40 hours in a workweek may not be waived by agreement between supervisor or department head and employee.

E. **Shift Differentials**

1. Shift differentials may be paid to nonexempt classified (hourly-paid) employees who regularly work evening, night, weekend, rotating, or split shifts provided the majority of hours assigned during the shift are other than 8:00 a.m. to 5:00 p.m., Monday through Friday.

2. Positions approved for payment of shift differential must be approved by the State Office of Human Resources prior to payment being made. Differential pay will be paid for periods of leave or other authorized absences to employees who are permanently assigned to an evening or night shift and receive shift differential pay. Differential pay will not be paid to employees who are regularly assigned to a rotating shift, split shift, or who regularly rotate shifts while they are in a leave status.
F. **On-Call Duty**

Classifications that qualify for approved on-call duty must be approved by the State Office of Human Resources Management and MUSC Department of Human Resources Management. To be eligible for on-call pay, an employee must be scheduled by proper authority during a period of normal time off and be available to return to duty, work ready, within a specified period of time. General availability of employees as backup to scheduled work personnel in the event of an emergency is not regarded as on-call duty. An employee in an on-call duty status, who is not available when contact is attempted or who is not able to report as required, will not be eligible for on-call compensation for that date and may be subject to disciplinary action. Should it become necessary for a nonexempt (hourly-paid) employee to be called back to work for emergency services after he or she has worked a normal day/shift and the services require less than two hours on the job or in the event no work is available, a minimum of two hours of work time shall be credited. If the credited work time causes the employee to exceed 40 hours of work time during the workweek then an overtime rate will be paid, as appropriate.

G. **Meal Period Deduction**

Employees who work a shift of at least five (5) hours will have a 30-minute meal period automatically deducted. Employees who work during a lunch period should follow departmental procedures regarding authorization.

### III. ADDITIONAL INFORMATION

For additional information regarding time and attendance, consult with your direct supervisor, refer to departmental procedures and/or the following MUSC Human Resources Policies: Overtime, Policy No. 11, Compensatory Time, Policy No. 10 and Disciplinary Action, Policy No. 45.

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