



Department: Finance
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ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
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TIMEKEEPING ROUNDING RULE METHOD

All employees are expected to report to work and be ready to begin their duties promptly on time, as per their scheduled start time, and work their regularly scheduled hours unless deviations from the work schedule are pre-approved by the appropriate supervisor.

For timekeeping, CMCSS follows a seven-minute rounding rule. In general, 0-7 minutes past the quarter-hour mark will round down to the nearest 15-minute increment, and 8-14 minutes past the quarter-hour mark will round up to the nearest 15-minute increment. This is applicable for any non-exempt employees who are paid on an hourly basis, including any extra duty pay.

In accordance with the employee timekeeping and attendance software, when an employee clocks in and out, the system will calculate the rounding rule based on an employee's regularly scheduled hours and the total time worked for the day, rounding up or down based on the seven-minute rounding rule explained above. Therefore, employees must ensure their time worked meets the total scheduled time for the day and that there is not more than a seven-minute deviation in total for their clock-in and clock-out times. This prevents an employee being short on total time worked or earning compensatory time incorrectly due to the rounding rules.

Any employee who purposely manipulates work hours and the seven-minute rounding rule in order to earn compensatory time (or overtime) will be in violation of this policy and the CMCSS Employee Handbook, which could result in disciplinary action.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/18/24		Initial Release

*** End of Policy ***