

# Essex County College College Regulation

## REG 4-12 TIME AND ATTENDANCE MANAGEMENT

### **Purpose:**

To ensure accurate recording of time and attendance of all College employees for the purpose of maintaining up to date employee records and accurate calculation of remuneration.

### **Definitions:**

**Hourly Employees:** Employees who are compensated at an hourly wage rate for time worked.

**Non-Hourly Employees:** Employees who are compensated based on an annual salary for time worked.

### **Application:**

1. All employees shall be required to record their time and attendance in accordance with College guidelines and current time and attendance devices or systems. The Department of Human Resources is charged with the responsibility of overseeing the implementation of time and attendance at the College in accordance with the Employee Handbook and relevant Collective Bargaining Agreements (“CBAs”).
2. All employees are subject to the time and attendance requirements of the College.
3. Hourly employees shall be required to record their time and attendance on a daily basis.
4. Supervisors are charged with the responsibility to monitor and apply necessary adjustments to their respective employees' time and attendance records. The Department of Human Resources shall serve as the repository for all time and attendance records.
5. When submittal requirement varies because of holiday schedules and other College closings, the Department of Human Resources or the Office of the Comptroller shall circulate advanced notice to all supervisory personnel.
6. All absences are to be reported to the Supervisor or Area Head. Absences include, but are not limited to medical, non-medical, bereavement, off-site conference/workshop, overtime, compensatory time, and any other excused and unexcused absences.
7. Failure to record and/or submit time and attendance by the required deadline may result in progressive disciplinary action by the Supervisor or Area Head.

<b>Responsible Official(s):</b> Department of Human Resources, Office of the Comptroller	<b>Reference(s):</b> N.J.S.A. 18A:64a-12(0)
<b>Regulation History:</b> 11/95, 10/01,12/10, 3/17, 6/24	<b>Attachment(s):</b>