

Massachusetts General Hospital  
Department of Biomedical Engineering  
Policies and Procedures  
Timekeeping for Nonexempt Employees

1. Policy

- 1.1. All Nonexempt employees must sign in and sign out at a designated time clock whenever they work.

2. Definitions and Regulations

- 2.1. Nonexempt Employee: In accordance with the Fair Labor Standard Act, all full-time and part-time employees in positions classified as Nonexempt are paid on an hour by hour basis and are paid at the rate of time and one half for all actual hours worked in excess of forty hours per week. In addition, they are eligible for shift and weekend differentials and holiday premium pay. Actual hours worked and time off should be recorded in the applicable timekeeping system and serves as the official timekeeping record. (MGH definition)
- 2.2. Employee: For the purposes of this policy, refers only to, and is used interchangeably with, Nonexempt Employee, except when otherwise noted.
- 2.3. Employees are expected to sign in and sign out at their specifically designated time clock at the start and end of every work period.
- 2.4. Employees will be paid to the minute based on their sign in and sign out times. Employees must sign within 10 minutes of their scheduled start time to be considered on time. For example, an employee with an 8:00 am start time must sign in between 7:55 and 8:05 am. Employees are expected to sign out no later than five (5) minutes after their scheduled end time. Early sign-outs are not permitted. Excessive unscheduled or unapproved early or late sign-ins/outs could result in disciplinary action.
- 2.5. Employees should note well that the time “windows” described above are intended to provide a measure of relief to employees and to accommodate natural fluctuations in commuting times. Any attempts to take advantage of this policy, such as consistently signing in and/or out at the limits of the windows, will be looked upon extremely unfavorably, and could result in disciplinary action for the employee and/or stricter definitions of “on time.”
- 2.6. Employees are not permitted to have another individual sign in or sign out on their behalf. Falsification of records or documents will result in both individuals receiving disciplinary action in accordance with hospital policy.

- 2.7. Exceptions to using the designated time clocks will be granted on a very limited basis. Candidates for exceptions include: employees whose work obligations regularly require them to be somewhere other than a department location at the start and/or end of their work period, employees who work in a location with no time clocks nearby, and employees who cannot access their designated time clock due to health reasons.
- 2.8. In general, management will identify candidates for exceptions and determine the appropriate alternate procedure(s), such as signing in and out on another department's time clock or via a workstation. These exceptions will be essentially permanent in nature; all employees, including those with exceptions, will have a regular procedure that they will be expected to follow daily. Appeals from employees for exceptions will not be heard unless they involve health circumstances.
- 2.9. An employee who is permitted to sign in and out via their workstation must do so at that workstation; remote sign-in/out is not permitted.
- 2.10. Breaks and meal periods are permitted as follows per MGH policy (Hours of Work and Alternative Work Schedules):

Work period (hours)	Number of fifteen (15) minute paid breaks	Number of thirty (30) minute unpaid meal periods
6 or more	1	1
4 to 6	1	0
Less than 4	0	0

- 2.11. Employees who work 10-hour days are entitled to (1) fifteen-minute paid break and (1) thirty-minute unpaid meal period.
- 2.12. Breaks and meal periods may not be combined without prior approval from a supervisor. If the supervisor approves it should be as an exception to regular practice. (MGH policy)
- 2.13. Employees are expected to take all breaks and meal periods provided.
- 2.14. Employees shall not have any duties during their meal period, and are not required to remain in the workplace. (MGH policy)
- 2.15. An employee with on-call responsibilities must transfer those responsibilities to another employee before taking their meal period or break, unless otherwise directed by their supervisor.
- 2.16. An employee who is interrupted with a work-related request during a break or meal period will be paid for the full 30-minute period.

- 2.17. Supervisors have the discretion to interrupt an employee's break or meal period, but only under exceptional circumstances, and not as a regular practice. If the meal period is interrupted the employee will be paid for the full 30-minute period.

### 3. Procedures

- 3.1. At the start of the employee's work period, the employee must sign in at their designated time clock or workstation and answer the following question:

Have you done any work since you last signed out?

and press Yes or No. If Yes, the employee must report the time and reason for the work to their manager to ensure correct pay. (MGH policy)

- 3.2. At the conclusion of the employee's work period, the employee must sign out at their designated time clock or workstation and answer the following questions:

Did you have a continuous, uninterrupted meal period of at least 30 minutes today?

Are the sign in and out times recorded for you for today's work accurate?

If the answer to either or both questions is No, the employee must immediately report this to their manager to ensure correct pay. (MGH policy)

#### 3.3. On-Call Reporting

- 3.3.1. Standby hours will be pre-loaded into the timekeeping system (Kronos). Team leaders will provide on-call schedules to the timekeepers in advance.

- 3.3.2. Any changes to an on-call schedule that occur before the start of the week will be communicated by the team leader to the timekeepers.

- 3.3.3. If an employee covers all or part of standby shift for another employee and it is not on the schedule, then the covering employee will submit the change in writing to the timekeepers at the start of their next (day) shift, and the timekeepers will adjust both employees' standby hours accordingly.

- 3.3.4. For calls that are addressed on the phone, the employee will complete and submit an E-Form at the start of their next (day) shift. Each call must be entered separately in the E-Form.

- 3.3.5. For calls that require on-site response (i.e. "Calls into house") the employee will sign in at a time clock when they arrive and sign out when they depart. The timekeeping system will automatically document the four-hour minimum pay and adjust standby hours.

3.4. Overtime

3.4.1. For any overtime work the employee will sign in at a time clock when they arrive and sign out when they depart.

3.5. Off-Site Work

3.5.1. For any work done off site (in other words, any place where there are no time clocks or, for those who use them, workstations), including overtime work, the employee will complete and submit an E-Form at the start of their next shift.

3.6. On-Call and OT Reporting in Asset Manager

3.6.1. For every call received while on call, the employee will document the details of each call in a separate work order (classified or unclassified) in AM at the start of their next shift. The Source of WO field should be set to “Off-Hour” for each work order. These work orders will replace the On-Call Reporting Form in the web-based timesheet, as outlined below:

Field Mapping – Web Timesheet and AM Work Order	
Web Timesheet	AM Work Order
Date	captured in Start Date and End Date fields
Location	Control Number or Cost Center ** (no c/n)
Caller	Requestor
Start Time	Start Date (edit manually)
End Time	End Date (edit manually)
Problem	Request or Problem
Resolution	Summary of Work Done
In House or Phone?	Comment 1 (type “Phone” or “In House”)

\*\* For unclassified work orders, cost centers can be looked up by owner using the view “Browse Owners and Cost Centers” under User Views.

3.6.2. OT Checkbox

Employees will check the OT checkbox for all time entries spent on priority work outside of the employee’s scheduled hours.

The OT checkbox is intended to denote work that was given special priority by a team or the department and was planned to be done outside of regular hours in addition to the regular workload. It should not be checked for time entries spent on regular work that was started shortly before or ended shortly after an employee’s scheduled hours. An employee’s total “OT” (checkbox) hours will not necessarily match their Overtime

hours during a given week, but they will generally correspond with one another, so it is important that the OT information be kept up to date in AM.

All of an employee's OT hours must be reflected in AM by Monday at 10:00 am (or Tuesday if Monday is a holiday) following the end of the pay period. This will replace reporting of OT work details in the web-based timesheet.

### 3.7. E-Form Routing

3.7.1. Timekeepers will forward all E-Forms to the appropriate manager for review.

#### Related Policies:

Hours of Work and Alternative Work Schedules (MGH)

Pay – Standby Pay (MGH)

Last Revision: 25 April 2012

Last Review: 25 April 2012

L:\DBEMAIN\MGH Policies\Timekeeping for Nonexempt Employees.pdf