



# CHERBOURG ABORIGINAL SHIRE COUNCIL

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## Time Clock Policy

### 1. Purpose

The purpose of this policy is to outline the time clock policies of Cherbourg Aboriginal Shire Council (CASC).

### 2. Applicability

All employees are required to use the time clock system to record their hours worked. The time clock records will be used to track attendance and for payroll purposes.

### 3. Time Clock Stations

Each department has access to a time clock. Employees are required to clock in and out at the time clock located in their departments using their own time card. If there is a problem with the time clock, employees should notify their supervisor and the supervisor will direct the employees to the next appropriate time clock station or manually sign off on each entry until the time clock is repaired.

### 4. Window for Clocking In and Out

Employees should clock in no sooner than 10 minutes before or after the scheduled shift and clock out no later than 10 minutes before or after the scheduled shift. Employees are required to clock in and out for lunch breaks in addition to at the beginning and end of the day. If an employee forgets to clock in or out, the employee should notify the supervisor as soon as possible. The supervisor will manually enter the employee's work hours. Employees who repeatedly miss time clock entries will be subject to disciplinary action.

### 5. Prohibited Time Clock Actions

Employees may not use another employee's time card to clock in or clock out for another employee. Should an Employee be found to be falsifying time cards by clocking in and out for other employees or having another employee clock them in and out, they will be subject to disciplinary action. Employees who have lost a time card must report it as lost to their supervisor. The employee will be issued a new time card with the same employee number.

### 6. Overtime

Employees are permitted to work overtime only with prior authorization from their supervisors. Overtime includes clocking in early or late or working through the scheduled lunch period. Employees who work overtime without prior authorization will be subject to disciplinary procedures.

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**7. Enforcement**

Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure. Situations include when employees may have clocked in, but are repeatedly absent from their workstations during work hours or have missed time clock entries in addition to working unscheduled overtime.

Please refer to the CASC Performance and Misconduct policy for direction on the appropriate disciplinary actions.

*Acknowledgment by the employee:*

I have received a copy of the above policy which I have read and understood.

Signature: ..... Date: .....

Warren Collins  
**Chief Executive Officer**



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