**DOCFRM008 –Clock -in & Out Policy**

Introduction

This Policy applies to all employees and contractors of YBE.

# **Statement of Authority**

The provisions in this Policy have due reference to:

Current Employment Agreement and therefore must read with consideration of the relevant processes outlined in the agreement.

**Commencement of the Policy**

This Policy will commence on and from 09/07/2018. It replaces all other policies or arrangements governing the usage the system.

Scope

The purpose of this Policy is to provide employees of YBE (2) Pty Ltd (‘YBE’) with guidelines regarding the appropriate use of the YBE supplied clock-in and -out system located in the workshop.

Intent

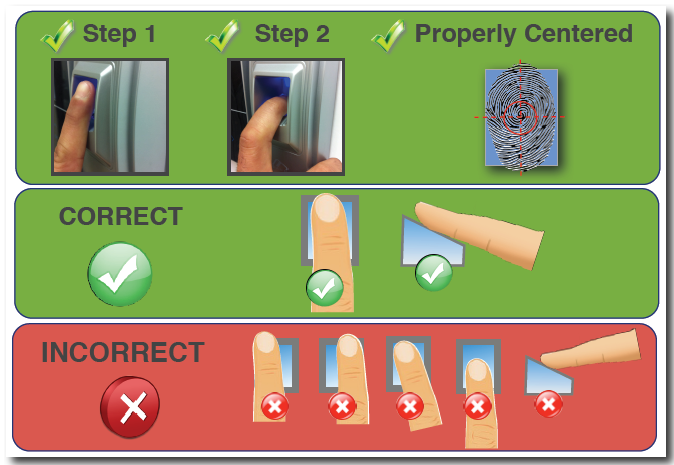
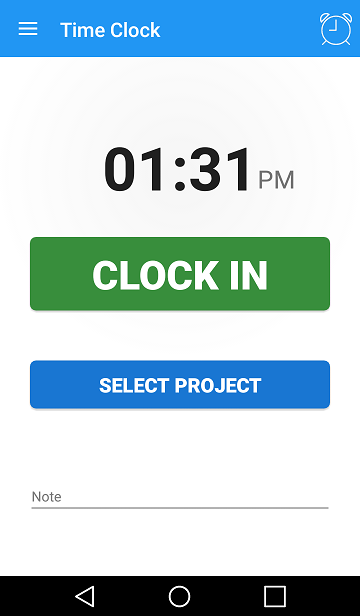
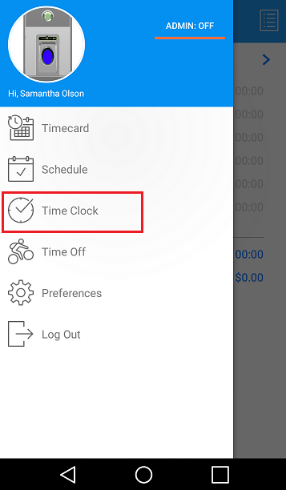
The intent of this policy is to streamline the timesheet process and eliminate the need for any paper-based documents in the timesheets and employee attendance process.

Relevant Definitions

* **General Manager** the General Manager of YBE or his/her delegate.
* **Code of Conduct** is the Code of Conduct required by all YBE employees.
* **Employee** describes employees, apprentices, trainees, agents and contractors (including temporary contractors).
* **Manager** a person employed by YBE under a written contract as a Manager.
* **Supervisor** a person employed by YBE under a written contract as a Supervisor.
* **YBE** YBE (2) Pty Ltd.
* **Leadership** Supervisor or Manager at YBE.

**Policy**

Each employee needs to Clock -In & Out daily

1. Each employee will be required to log in at the start of their rostered shift and clock out at the end of their shift.
2. This total time should correlate to the time booked on their timesheet if completing a paper timesheet and correlate to their time worked. Employees are expected to work their rostered hours/shift. Overtime must be approved by the relevant supervisor in advance and should be included on the time sheet in total hours worked. YBE retains sole discretion to determine when employees must work overtime*.* It is expected that every employee clock in using the time clock machine located in the Workshop crib room, Whitehouse, Enviro crib room, Rocky bay crib room or mobile telephone.
3. If the employee prefers to use their mobile phones to clock and out that is for their convenience.  
   Employees would clock in and out by going to the physical time clock and pressing their fingerprint on the scanner. The first time the employee presses their fingerprint on the scanner and it is verified, the system is going to record that as the time in. The second time this is done, and it is verified, it will clock them out. 
4. To clock in from the mobile app the employee must complete the following steps:
5. Click on the menu button in the top left-hand corner
6. Click on Time Clock
7. Press and hold the "Clock in/out" button for 2 seconds and a confirmation will follow
8.     
   It is important to let the application allow location detection for the application to work correctly.
9. INTERNET CONNECTION: IF THE EMPLOYEE CLOCK IN USING YOUR MOBILE, AND THE CLOCK IN DOES NOT TURN RED, CHECK THE TIMER UNDER TIMECARD. IF IT REGISTERS THE TIME AT WORK, THE EMPLOYEE SHOULD NOT CLOCK IN AGAIN.

**Enforcement**

Employees must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment.

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning.

**Supporting Documentation**

Current employment agreement

GOVCOC100 - Code of Conduct

**Responsibilities**

The General Manager is responsible for the formulation of this policy, revision of the Policy and the determination of employee entitlements on recruitment.

The General Manager is responsible for the administration and the development of supporting procedures in accordance with this Policy.

Variations

*YBE reserves the right to vary, replace or terminate this policy from time to time.*

Policy version and revision information

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| --- | --- |
| Policy Authorised by: General Manager | Original issue: 12/07/2018 |
| Policy Maintained by: Business Manager | Current version: 1 |
| Review date: 12/07/2019 |  |

Workplace Participation Acknowledgement:

*I acknowledge that:*

* *Receiving the YBE Policy*
* *That I will comply with the Policy; and*
* *That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment:*

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