

**Manasquan Fire Department
Manasquan Fire District #1
Standard Operating Guideline**

100.10

Title: Time Clock (Paid Personnel)

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Policy

A timecard is a legal document. Timecards **must** accurately reflect all hours worked. Misrepresentation of hours worked or forgery is a violation of the law. Misrepresenting hours worked or forging a timecard may lead to immediate termination of employment. It is the responsibility of the staff member to submit their timecard to the Fire Director for review and approval.

Procedures

Daily

1. Punch-in upon arrival at work and punch out when leaving work.
2. When on leave, late or leave prior to the end of the work day. The reason shall be noted on the time card next to the date along with the total hours of time used. This will assist in tracking the use of leave days.

Ex: 5/15 Sick - 8

Emergency Response

1. Employees responding to emergency incidents the normal work day may respond directly to the scene without reporting to the office to punch in. Radio logs and dispatch records will be used to account for the times.

Record Keeping

The information gathered on the time cards will be entered into the emergency reporting software by the Director. This will assist in keeping track of employees hours.