



Time Clock Policy – Clocking IN and OUT

By signing you are acknowledging your understanding of the terms stated herein and your compliance with this policy. A copy of this policy will be made available to you upon request. **Please initial each statement.**

_____ **CLOCKING IN:** You cannot clock in more than 5 minutes before your scheduled shift.

_____ **CLOCKING OUT:** You are responsible for clocking out when your scheduled shift ends. No overtime is allowed unless approved by your manager/manger on duty.

_____ **CLOCK IN LOCATION:** The time clock for Homebase is located on a mounted IPAD in the employee breakroom.

_____ **TARDINESS POLICY:** What is ***ON-TIME***? Whatever time your schedule shows as your start time means that you are dressed, in the building, and ready to begin action by that time. It does **NOT** mean you just arrive at that time; you need to eat breakfast/lunch quick; you must text your friend, you need to change shoes, etc. There is no “grace period”.

- If you suspect you’re going to be late, for any reason, you must call the front desk and/or a member of management to let them know and what your arrival time will be. A Homebase Message to the entire time is not sufficient or acceptable.

- Excessive tardiness will follow the disciplinary policy and may result in dismissal from job.

Employee Name: _____ Date: _____

Employee Signature: _____

Camp Manager: _____ Date: _____

Camp Owner: _____ Date: _____