

ELHAP

a special needs adventure playground



ELHAP

Attendance and Time Keeping Policy (Fingerprint Recognition Clocking in System)

Dated: 24th September 2014

Trustee Approval Date: 24/09/2014

Trustee: *Mary Shogood*

For and on Behalf of Board of Trustees

1. Policy

- 1.1 This policy sets out ELHAP standards for the management of timekeeping and attendance.
- 1.2 To ensure the accurate recording of start and finish times, and to ensure accuracy of the data used to determine salary to be paid to each individual employee, you are required to register your start and finish times using the fingerprint recognition clocking in system.
- 1.3 The fingerprint recognition clocking in system stores the digital codes that make up your fingerprints. The digital codes cannot be used to create an image of your fingerprints, nor does the system store an image of your fingerprints.
- 1.4 Data captured on the fingerprint recognition clocking in system will be used for the following purposes:
 - to inform payroll of an employee's recorded hours worked for pay purposes;
 - In the event of an emergency situation clocking in data will be used to create a register of staff who are on site i.e. fire evacuation etc.;
 - To monitor employee start and finish times in accordance with this policy; and
 - Where a child protection issue arises to ensure we can identify staff on duty.
- 1.5 Data captured will be stored on the ELHAP server with access to this data being restricted to the ELHAP Manager, Admin, and Finance.
- 1.6 Each employee's contract defines the minimum hours of work that he/she is contractually required to work. Employees are individually responsible for ensuring that they arrive at work early enough to enable them to begin their work at the appointed start time. Similarly, employees are required to remain at work at least until the finish time. Start and finish times may only be varied in exceptional circumstances. This may be either at the request of the ELHAP Manager, or where an employee requests to vary their start/finish times.
- 1.7 Employee's clocking in before their start time or clocking out after their official finish time, will only be paid for their contracted hours, or rostered hours, unless additional work hours have been agreed by the Line Manager in advance.
- 1.8 Where, for any reason, an employee realises that he/she is likely to be late for work at the start of the working day, he/she must endeavour to telephone his/her line manager as soon as possible to explain the situation and give an estimate of when he/she expects to arrive at work. It is accepted that circumstances outside of the employee's control can cause lateness, for example if a traffic accident has caused long delays on the roads. However, a high volume of traffic causing delays that is a normal or regular occurrence, or which can reasonably be anticipated, will not be regarded as a valid reason

for an employee's lateness.

- 1.9 Where staff fail to arrive at work on time pay will be deducted at 15 minute increments i.e. if the start time was 9:00 am and arrival time was between 9:03 am and 9:15 am then pay would be calculated from 9:15 am etc.
- 1.10 Unless there are exceptional circumstances no payment of salary will be made where employees fail to use the fingerprint recognition system to clock on for duty.
- 1.11 Where an employee has booked annual leave or is absent from work due to sickness, as long as the relevant procedure has been followed, payment of salary will not be affected by the absence of clocking in data.
- 1.12 Where an employee is absent from work without prior arrangement or in accordance with the appropriate procedures, i.e. sickness, annual leave etc. they will be regarded as on unauthorised absence. Where this is the case the employee will be subject to disciplinary action in accordance with ELHAP disciplinary procedure.
- 1.13 Where, in the unlikely event that the fingerprint recognition system breaks down, it is the responsibility of staff to report this to their Line Manager immediately. The Line Manager should create a manual register to log all staff on duty, and immediately report the fault to the ELHAP Manager or Senior Administrator.
- 1.14 Repeated or persistent lateness without good reason will be viewed as misconduct. On each occasion when an employee arrives late for work (after their designated start time), the Line Manager will speak to the employee informally (and privately) to establish the reason for the lateness, whether or not the employee has any particular difficulties and how the employee might be supported to achieve improvement. The Line Manager will keep a record of the conversation noting the date and time.
- 1.15 Where, following three or more occasions of lateness within any six month period, an employee's timekeeping remains unsatisfactory, the ELHAP Manager may consider invoking the disciplinary procedure.

2. Roles & Responsibilities

- 2.1 Trustees are responsible for:
 - Implementing a robust system for recording time and attendance within ELHAP
 - Ensuring that the Fingerprint Recognition System for managing time and attendance is used equitably, consistently and accurately.
 - Ensuring that the data held on the Fingerprint Recognition System for managing time and attendance is held in accordance with the Data Protection Act.
 - That appropriate action is taken where this policy is not followed or breached.

- 2.2 The ELHAP Manager has a responsibility to ensure that:
- This policy is adhered to
 - That staff are adequately trained on the operation of the Fingerprint Recognition system for managing time and attendance
 - The fingerprint recognition clocking in system is kept up to date and in good working order.
 - That all employees are registered and trained to use the system from day 1 of their employment.
 - Time and Attendance is monitored on a regular basis
 - The data held on the Finger print recognition clocking in system is kept in accordance with the data protection act, and is regularly reviewed i.e. is accurate; up to date etc..
 - Appropriate and immediate action is taken where this policy is deemed to have been breached or not followed.
 - Data captured for payroll purposes is accurate
 - A monthly report on attendance and timekeeping trends/statistics are provided to the board of trustees. This will not include individual employee data.
 - Day to day maintenance of the system, and where necessary reporting breakdowns to the supplier.
- 2.3 Payroll/Admin has a responsibility to ensure:
- The effective day to day operational administration of the Vanquish time and attendance system, including user training.
 - Data captured from the fingerprint recognition clocking in system is accurate for payroll purposes
 - Day to day maintenance of the system, and where necessary reporting breakdowns to the supplier
- 2.4 Employees have a responsibility to ensure:
- They have read and understood this policy
 - They receive and understand how to use the clocking in system for login in and out of work
 - They arrive for work on time and do not leave work early (unless prior agreement has been received from the Manager)
 - They clock in and clock out, in accordance with training received, using the time and attendance system. Failure to do so may result in the loss of pay.
 - Leave is taken in accordance with the appropriate policy and procedure i.e. sickness, annual leave etc.
- 2.5 HR has a responsibility to ensure:
- That this policy is reviewed every two years, or where there are changes in legislation that affect this policy as and when required.
 - Advice and guidance is provided to the ELHAP Manager, Trustees and Line Managers of implementing this policy

Attendance & Timekeeping Policy
Author: Wendy Stump, HR Consultant
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