

**HIDALGO COUNTY, TEXAS**  
**ADMINISTRATIVE POLICY MANUAL**

Procedure: BEC.1  
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Date Authorized: 06-11-2013  
Supersedes: N/A

## **BIOMETRIC ELECTRONIC CLOCK POLICY**

Hidalgo County employees are held to a higher level of responsibility under the public trust which demands effective and efficient use of public funds in order to serve the public interest. The use of public funds should always be in the public interest and not for individual or private gain, and public employees should not be paid for time they do not work that is not otherwise guaranteed to them (such as annual or sick leave). The public interest does not tolerate wasteful and abusive excesses such as padded payrolls or "phantom" employees. Hidalgo County is entrusted with public resources and must be answerable for fiscal responsibility to those who have assigned such responsibilities to them.

The Hidalgo County regular work period Begins at 12:01 am Monday of each week and ends at 12:00 pm midnight on the following Sunday. County work hours are scheduled so that all County offices are open by 8:00a.m. and close no earlier than 5:00p.m., Monday through Friday, except on official holidays. County Full-time employees are required to work on a regular, on-going schedule of forty (40) hours per seven day work period. As such, under the principles of "public accountability," Hidalgo County employees should not be paid for time they do not work, except as otherwise permitted by leave policies.

### **Biometric Electronic Clock Policy**

The biometric electronic timekeeping system shall become an official basis for recording time worked by Hidalgo County employees. All employees are required to "clock in" in the morning, "clock out" during their lunch hour, "clock in" upon return to work, "clock out" anytime they leave the office for more than twenty (20) minutes for non-work related matters, and "clock out" at the end of the workday. Elected Officials may direct employees to "clock in" and "clock out" throughout the workday as appropriate.

Any employees working at an off-site location or attending a training session, seminar or conference with the express written permission of their Department Head/Elected Official, must report time worked to his or her immediate supervisor so that time worked is entered or modified and presented using an approved timekeeping method. Each supervisor and employee will be responsible for monitoring the recording of time worked. By signing the Time and Attendance Record, the supervisor and employee certify the accuracy of the information as presented.

Employees may not submit a Leave Request Form to modify his or her Time and Attendance Record, unless prior approval by the Department Head/Elected Official has been granted.

Employees may not "call-in" and have other employees "clock in" for them, unless prior approval by the Department Head/Elected Official has been granted.

Employees who fail to account for any time missed from work for the established work hours and regular work period must follow existing policy for use of paid leave, or such absences from the work place shall be deemed Leave Without Pay.

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**The above Biometric Electronic Clock Policy supersedes any prior memorandum, policy or employee practice regarding Time and Attendance. Failure to comply with this policy will result in disciplinary action up to and including termination.**

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ACKNOWLEDGMENT FORM**

**EMPLOYEE NAME:** \_\_\_\_\_

**DEPARTMENT NAME:** \_\_\_\_\_

**EMPLOYEE ID:** \_\_\_\_\_

**DATE** \_\_\_\_\_

I \_\_\_\_\_ Acknowledge that I have received a copy of the **BIOMETRIC ELECTRONIC CLOCK POLICY**. I further acknowledge that I have read and understand the policy. This Acknowledgement shall serve as notice that I understand the duties and responsibilities under the policy, and that I will abide with the above referenced policy.

\_\_\_\_\_  
Signature-Employee

\_\_\_\_\_  
Date