

	Human Resource Policy Benefits & Compensation	No. HR.BNC.01¹
	Title: TIMEKEEPING	Page: 1 of 3
		Effective Date: 07-30-19
		Previous Versions Dated: 03-19-15; 04-01-03; 08-01-00; 01-01-93
		Corporate Review Date: 07-19-19

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare entity in which an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide supervisors with appropriate information for maintaining accurate records of all hours worked by employees and all paid and unpaid time off taken by employees during each pay period.

III. POLICY:

Our employees expect their pay and benefits to be accurate and timely. The company can only achieve this with accurate records of time worked; a responsibility that is placed with our employees. Time worked includes all time actually spent on the job performing assigned duties. Tenet pays all employees for time worked, regardless of whether such work is authorized.

Supervisors must ensure that employees accurately record the time they begin and end their work. Supervisors may have employees swipe their badges or clock in and out by telephone/time clock – or use whatever timekeeping mechanism is in place at the Tenet facility - to record the times they begin and end their work. Time devoted to meal periods should be accurately recorded by the process and mechanism available at each Tenet facility, and Supervisors must ensure employees are trained and knowledgeable about the system. In addition, each unit must have an accurate process and mechanism to record when employees do not receive a full 30 minute uninterrupted meal period, and Supervisors must ensure that employees are compensated appropriately if they do not receive a meal period.

Employees should review their time records for accuracy of all time recorded. The supervisor will review and appropriately approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor should verify the accuracy of the changes by approving the edited time record or by another means, such as completion of an exception log.

The actual times that employees should report to work and leave work are determined by their supervisors and do not need to be recorded.

Altering, falsifying, tampering with time records, or recording time on another employee’s time

¹Prior to June 3, 2013, the policy number was HR-501.

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record may result in corrective action, up to and including termination of employment. Failure of employees to submit accurate and complete time records on a timely basis may delay the processing of the paychecks as permitted by applicable state law. Continued failure of employees to submit accurate and complete time records, or failure to follow facility procedures in this regard may result in corrective action, up to and including termination of employment.

IV. PROCEDURE:

A. Employee

Record start work time and stop work time for all hours. Also record when leaving the Facility for any reason, including personal business. Actual times may be recorded by, by clocking in or out through the process that the facility has in place. Exceptions or corrections to the time record should be submitted to the Supervisor as directed in a timely manner.

Review the time records regularly to ensure the accuracy of all time recorded, as directed by Tenet facility management. Obtain supervisor approval prior to working overtime.

B. Supervisor

Specify the manner in which the employees will record all hours worked, including beginning and ending times for meal periods, if applicable. Review time records for accuracy and appropriately approve the time records before Payroll begins processing.

If the time record is corrected, verify the accuracy of the changes by personally approving the edited time record or by other means, such as completion of an exception log.

If the employee works unauthorized overtime, pay hours according to the time record. Ensure that the employee understands the requirements for prior approval of overtime, once notified, if trend continues, please use the corrective action procedure.

C. Human Resources

The role of Human Resources is to assist supervisors in developing methods for accurately recording all hours worked, including the development of processes to ensure missed meal periods are documented and compensated and that exceptions or corrections are accurately recorded.

Assist Supervisors with the use of the corrective action procedure when necessary

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to ensure employee compliance with the policy.

D. Responsible Person

The Tenet Facility Human Resources Leader is responsible for ensuring that all personnel adhere to the requirements of this policy that these procedures are implemented and followed at the Facility, and that instances of noncompliance with this policy are reported to the Facility Human Resources Leader.

E. Auditing and Monitoring

Audit Services will audit adherence to this policy in its full scope audits.

F. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.