

Medstar Timekeeping Policy

- Staff members are to only clock in when “ready to start working”; meaning that personal belongings such as coats, purses, etc., have been put away and the staff member is ready to assume the performance of his/her duties.
- Rounding rules $\frac{1}{4}$ of hr
 - Staff member that clock in later than 7 minutes late will be docked 15 minutes.
 - Staff member that clock out earlier than 7 minutes before the end of his/her scheduled end time will be docked 15 minutes.
- Staff members may clock out up to 5 minutes prior to the end of their shift if approved by the charge nurse. Clocking out earlier than 5 minutes will be considered an “early departure”.

Lunch is auto deducted

The following must be report to the PCM/Charge Nurse immediately:

- Forgot your badge
 - Badge not working
 - Forgot to clock in/out
- All early arrivals and late leaving must obtain prior approval of NM/Charge Nurse.
 - Staff members will receive a badge during orientation to clock in and out. They must consult with their NM / Charge Nurse to learn which unit code to use (if needed).