

## **TOWN OF MILFORD**

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Policy Name:	Time Clock Policy	Policy Number:	2017-001-HR
Created:	12/26/17	Revised Date:	

## Acknowledgment

I have received a copy of the Town of Milford's Time Clock Policy which includes:

- I. Statement of Purpose
- II. Scope who the policy pertains to
- III. Definitions
- IV. Time Clock Stations
- V. Responsibility
- VI. Procedures
  - 1. Punching/Grace Period
  - 2. Missed Punch
  - 3. Lunch Breaks
  - 4. Requests for Time off
  - **5.** Overtime
  - **6.** Adjustments to a Timesheet
- VII. Use of EWS (Electronic Web Services) and Mobile Access
- VIII. Submission of Timesheets
- IX. Enforcement
- X. Other Departments

Employee's Printed Name			
Employee's Signature	Date		

## Please sign and returned to HR

Adopted: 12/26/2017 BOS Approved: 12/26/2017