



COMMUNICATIONS WORKERS OF AMERICA

LOCAL 1168, AFL-CIO



KRONOS

Clocking In/Out for Breaks

All hourly employees are required to clock in at the beginning of a shift and clock out at the end of their shift. There is not a designated clock code to clock in/out for breaks. If you are combining your breaks and clocking in/out to leave the premises you will be charged for the entire time. Kronos is not able to recognize that you are combining your breaks with your ½ hour unpaid lunch break. Therefore, instead of Kronos deducting the allotted 30 minutes per work shift, it will deduct the entire 60 or 75 minutes. You are only paid for your break time if you remain on hospital property.

To avoid a loss in pay or any discrepancies please stop this process immediately. Moving forward, please note that you are **NOT** allowed to combine your ½ hour lunch break with your 2 or 3 fifteen minute breaks, if you are leaving the building. In the past, management may have added the time back into your Kronos. Kaleida administration has instructed management that they cannot continue with this practice. This was an inconsistent practice that administration was not aware of and individual managers were not authorized to do so.