# Time Clock Procedures

Each Direct Support Professional working under Community Based Supports or Individual Supports is required to have a record of hours worked. Attain and Gain Counseling LLC uses HHA Exchange

1. Direct Support Professional are required to clock in prior to their assigned start time and must clock out when they go off duty.
2. Direct Support Professional are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Direct Support Professional must clock in and out using HHA Exchange.
4. Unless permission to do otherwise is authorized in writing by the Direct Support Professional’s supervisor, no Direct Support Professional may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Direct Support Professional may not clock out more than 5 minutes prior to, or 5 minutes following the end of their work time.
5. Clocking in within the timeframe specified in item three, will be calculated as an on-time report for duty.
6. Depending on the department procedures, time recorded will be the worktime paid or Direct Support Professional will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor. Managers will be accountable to their department head for any manual changes submitted.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one Direct Support Professional clock in or out for another Direct Support Professional. Any Direct Support Professional participating in this type of violation will face immediate termination.