TIME CARD PROCEDURE AND TIME CLOCKS:

Time cards with the employee name printed at the top of the card are the property of MUSC. All working hours on assigned shifts are to be recorded by each employee on their own time card during each work week. Cards are generally placed into a time card rack accessible and convenient to the assigned work area or shop location. Time cards are an official record of your time worked at MUSC and are the method by which your hours of service will be compensated for on payday.

No one is authorized to handle or in any way disturb the time card of another employee for any reason. Employees, including Supervisors are not to punch any time cards other than their own. When problems occur a hand written note will be made on the card and initialed by the employee Supervisor/foreman. Each employee, when signing his/her time card, is verifying that the hours reported on the card for that week are the actual hours worked by him or her.

Remove and punch in/out on your own card Disciplinary action can and will be taken for falsifying University Records or for being in possession of someone else's time card. Suspension or termination will result under the University Disciplinary Action process. Do not punch another employee's time card under any circumstances even if asked by the employee or a supervisor/foreman.

Employees are cautioned that even though time cards are displayed in the time card rack, they are official records maintained by MUSC of the individual whose name is written on that time card, and by those personnel whose duties include the time record process, ie: Supervisor/Foreman, administrative personnel and those in the Payroll Department.

No One, except your supervisor, and authorized office personnel, are to make changes to a time card and only pen changes are authorized by a single line drawn through the error. White out and erasures are not to be used for corrections. Supervisor/Foreman make corrections in ink, with the explanation for each change or correction noted and initiated on the back of the time card. Separate punches for the length of authorized leave during the day must be recorded on the employee’s time card. Punching out and in may require recording these activities on the back. With your Supervisor’s/Foreman’s initials and explanation, or properly executed and submitted Request For Leave Form. Absence from and assigned shift without proper authorization may result in disciplinary action up to and including termination.

Employees shall not punch in earlier than 7:23 a.m. and not later than 7:30 a.m. unless directed to by your Supervisor/Foreman, or as your scheduled work shift allows. Punch out time is 4:00 p.m. and not later than 4:07 p.m. (See Policy 110). Employees are not expected to remain on campus and working during the workday, unless excused through prior approved methods. All overtime should be noted and initiated by the supervisor.

Employees authorized to leave campus should punch out before leaving and punch in when returning to work.
MUSC ENGINEERING AND FACILITIES CONFIDENTIAL: The information contained herein is the property of MUSC and is strictly confidential. Except as expressly authorized in writing by MUSC, the holder shall keep all information contained herein confidential, shall disclose the information only to its employees with a need to know, and shall protect the information from disclosure and dissemination to third parties. Except as expressly authorized in writing by MUSC, the holder is granted no rights to use the information contained herein and the information may be changed at any time. If you have received this document in error, please notify the sender and destroy it immediately.

Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

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| John C. Malmrose  
Chief Facilities Officer  
Engineering & Facilities | January 1, 2006 |
| Director of Human Resources  
Human Resources |                |