

POLICY 509 TIMEKEEPING

1. Purpose. To provide time reporting requirements for all employees of Eau Claire County.
2. Policy.
 - 2.1 This policy provides each department the information needed to accurately record and submit their time sheets.
3. Scope.
 - 3.1 This policy and procedure applies to all employees of Eau Claire County.
4. Definitions.
 - 4.1 Authorized Hours are work hours that a supervisor assigns to complete a task.
 - 4.2 “Compensatory Time” means those hours worked in excess of the normal workweek which may be used as time off from a regular work schedule in accordance with specified guidelines.
 - 4.3 Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and exempt from FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
 - 4.4 Non-Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and subject to FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
 - 4.5 Overtime is defined as authorized hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour.
 - 4.6 Work Hour is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.
5. Procedure for non-exempt and exempt (non-supervisory) timesheets
 - 5.1 The pay period covers fourteen consecutive days beginning on a Sunday and ending on the second Saturday. The usual pay period is 80 hours.

POLICY 509 TIMEKEEPING

Effective Date: January 1, 2012
Revised Date: September, 2016

Eau Claire County
Employee Policy Manual

- 5.2 All non-exempt and exempt (non-supervisory) employees are required to complete their timekeeping records on a daily basis by signing in on arrival and signing out on departure.
- 5.3 Time sheets for non-exempt employees and exempt (non-supervisory) must show all time worked and absence from work with appropriate codes (hours worked, paid time off, extended leave bank, and so forth) that were incurred for the pay period. Employees will mark their time sheets in tenths for the purpose of computing regular hours as follows.

0 – 5 minutes	.0	30 – 35 minutes	.5
6 – 11 minutes	.1	36 – 41 minutes	.6
12 – 17 minutes	.2	42 – 47 minutes	.7
18 – 23 minutes	.3	48 – 53 minutes	.8
24 – 29 minutes	.4	54 – 59 minutes	.9

- 5.4 Time sheets should not be completed in advance.

Employees on official business outside the normal work schedule should note it on their timekeeping records. (

6. Overtime and Compensatory Time.

- 6.1 Overtime and compensatory time earned must be approved in advance by the supervisor to whom the employee reports; if not, an employee is not authorized to work the overtime or compensatory time.
- 6.2 All overtime or compensatory time earned must be clearly noted on the time sheet.
- 6.3 When an employee transfers to a different position, any compensatory time balance is paid at the time of the transfer.
- 6.4 Working unauthorized overtime or compensatory time will subject employees to disciplinary action.

7. Time Worked.

- 7.1 The following provisions are included as time worked.

7.1.1 Work Away From Premises or at Home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at

home, unless approved in advance in writing by his or her department head and the director. If approved, work performed off the premises, job site, or at home by a non-exempt employee will be counted as time worked, unless such time is de minimis.

7.1.2 Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.

7.1.3 Travel/Training Time. Travel and training time is to be considered and included in actual time worked and should be charged to the Training time code. Time begins when departing for work destination if other than to Courthouse or other County offices. Time ends when employee arrives at Courthouse or regular County office.

8. Time Not Worked.

8.1 Per the Fair Labor Standards Act, Eau Claire County does **not** count the following provisions as time worked.

8.1.1 Paid/Unpaid Leave. Approved paid absences, including but not limited to paid time off, extended leave bank, holiday leave, Family Medical Leave Act leave, military leave, jury and witness duty, and time off for voting are not counted as time worked.

8.1.2 Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked.

8.1.3 All meal periods, paid or unpaid, should be noted accordingly on the time sheet.

9. Responsibilities.

9.1 Employee Responsibilities. All employees when completing their time sheet will adhere to the following procedures.

9.1.1 Record correct overtime and benefit codes.

9.1.2 Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.

9.1.3 Obtain approval for any overtime or compensatory time earned in the pay period.

9.1.4 Sign and submit the completed time sheet to the supervisor in the time period required for approval.

9.2 Supervisor Responsibilities. Each supervisor is responsible for.

9.2.1 Ensuring that employees reporting to him or her have the correct codes.

9.2.2 Ensuring that all employees maintain accurate time sheets.

9.2.3 Providing approval for overtime or compensatory time.

9.2.4 Approval of time sheets and submission to Payroll by noon on Monday following the completion of the pay period.

10. Timesheets for Department Heads and Exempt Supervisory Staff.

10.1 Department Heads and exempt supervisory staff are expected to work a minimum of 80 hours worked per pay period. Timesheets will only indicate full day absences and must be completed and signed each pay period. Work schedules may be adjusted according to operational needs of the department/work unit.

10.1.1 The workweeks of Department Heads and exempt supervisor staff will vary based on workload. It is acknowledged that 80 hours of work pay period is a rarity and often exceeds 80 hours.

10.1.2 In recognition of the excess hours in a work week, Department Heads and exempt supervisory employees may take time off when

the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis.

10.1.2 All full day absences should be noted on the time sheet as accrued benefit time taken.

10.1.3 It is expected that department heads and exempt supervisory employees will use this flexibility judiciously and responsibly. This flexibility is not to be used as a means of avoiding the usage of PTO.

10.1.3.1 This flexibility is a privilege and any abuse of this flexibility may result in discipline.

11. Improper Deductions from Exempt Employees' Salaries.

11.1 If an employee believes that an improper deduction has been made from their salary, they should immediately report it to the Human Resources Department.

POLICY 509 TIMEKEEPING
Effective Date: January 1, 2012
Revised Date: September, 2016

Eau Claire County
Employee Policy Manual