

Warren County Board of Supervisors

RESOLUTION NO. 75 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, FRASIER, MCDEVITT, LEGGETT, BRAYMER, SIMPSON, HYDE, DIAMOND, LOEB, MERLINO AND SOKOL

APPROVING REVISIONS TO THE WARREN COUNTY TIME CLOCK POLICY AND TIME AND ATTENDANCE SYSTEM PROCEDURE

WHEREAS, upon recommendation by the Director of Human Resources, the Personnel & Higher Education Committee has approved revising the Warren County Time Clock Policy and Time and Attendance System Procedure, most recently amended by Resolution No. 191 of 2016, to remove the list of exempt employees and update the attendance system as set forth in Schedule "A" annexed hereto, now, therefore, be it

RESOLVED, that the Warren County Time Clock Policy and Time and Attendance System Procedure is hereby revised, effective immediately.

SCHEDULE "A"

**WARREN COUNTY TIME CLOCK POLICY AND
TIME AND ATTENDANCE SYSTEM PROCEDURE**

(A) Policy.

- (1) It is the policy of Warren County that each employee will be at his or her work station and ready to commence the day's duties at the employee's starting time. The following procedure will govern the usage of time management tracking in order to provide a uniform procedure for timekeeping. These procedures must be followed consistently to ensure conformance to federal and state wage and hour laws and to ensure that employees are paid correctly.
- (2) Employees are separated into two separate categories as follows:
 - (a)
 1. Hourly employees, also called FLSA non-exempt employees, must record their actual time worked for payroll and benefit purposes. FLSA non-exempt employees are those covered by collective bargaining agreements as well as non-unit employees not considered exempt. FLSA non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work related reason.
 2. FLSA non-exempt employees may not start work until their scheduled starting time. FLSA non-exempt employees will not be allowed to clock in more than six minutes before their shift starts and may not clock out more than six minutes after their shift ends unless overtime is approved.
 3. Break rules are set by the department and the applicable collective bargaining agreement. Employees are not required to record break times.
 4. FLSA non-exempt employees who work in the field or are out of the office on work related activities will not be required to clock in and out for lunch.
 - (b)
 1. FLSA exempt employees are classified in positions as administrative, executive, or professional in nature. FLSA exempt employees include but are not limited to department heads, deputy department heads, attorneys, accountants and other high level employees whose work involves professional services at the County. FLSA exempt employees are not entitled to overtime. FLSA exempt employees shall be designated by the Personnel Officer and Human Resources Director with the additional approval of the County Attorney and the Personnel Committee Chair.
 2. FLSA exempt employees are required to clock in when arriving at their office. This one time entry indicates the employee will be working that day. If FLSA exempt employees will be working out of the office for any period of time they must contact the department payroll clerk to record the appropriate entry signifying a day's work. These employees are required to log any hours when they are not working with applicable leave credits as prescribed by management. FLSA exempt employees must certify hours bi-weekly indicating they have met the standard applicable hours.
 3. Employees are responsible for their time reporting. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors.
 4. All employees are expected to report to work on time, as scheduled, with no grace periods allowed. This includes arrival at work and returns from lunch and break periods. Exceptions must be approved by the appropriate department head.

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5. Altering, falsifying or tampering with time records is prohibited and subjects the employee to possible discipline, up to and including discharge. This includes clocking in or out for a co-worker regardless of the time management system in use.
6. Elected officials are not required to utilize the county's time management system.