

INDIAN RIVER COUNTY  
MEMORANDUM

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TO: Jason Brown  
County Administrator

FROM: Suzanne Boyll  
Human Resources Director

DATE: May 11, 2020

SUBJECT: Revision to Administrative Policy Manual – Approval of New Policy AM-701.2  
Timekeeping

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**BACKGROUND:**

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. Human Resources, in consultation with Department Directors, has developed a Timekeeping policy to reflect expectations related to recording hours worked and requesting time off to include procedures to align with using an electronic time keeping system. This is a new policy to be included in the Administration Policy Manual.

**FUNDING:**

There is no budgetary impact.

**RECOMMENDATION:**

Staff recommends the Board approve the addition of AM-701.2 Timekeeping to the Administrative Policy Manual.

**ATTACHMENTS:**

AM-701.2 Timekeeping