



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
	HUMAN RESOURCES	AM-701.2	5/19/2020
	SUBJECT		PAGE
	TIMEKEEPING		1 of 4

POLICY:

Indian River County complies with the Fair Labor Standards Act (FLSA) and has established policies and procedures regarding Attendance and Punctuality - AM-701.1, Hours of Work- AM-208.1, Overtime – AM-301.3 , On Call/Standby Assignment – AM-301.2, Holidays – AM-503.1, Vacation – AM-502.1, and Sick leave – AM-702.1, Family and Medical Leave – AM-702.2, Short Term Absences – AM-702.3, and Leave of Absence – AM-703.1. Collective bargaining agreements for union represented employee groups also contain applicable pay and time off provisions.

Employees of the County are expected to accurately report time worked and request time off from work in accordance with applicable policies and procedures. Employees are expected to work the established work schedule or be on approved leave. Overtime may be required as authorized by management and no employee is authorized to work beyond their assigned work schedule without approval. The Human Resources Department has the responsibility for processing payroll and maintaining payroll records. To accomplish this, Human Resources may utilize technology and implement policies and procedures to facilitate the reporting of hours worked and time-off requests. Employees, Timekeepers, Supervisors, Managers, Directors, and Human Resources staff have a key role in the accurate processing of payroll.

Establishing Work Schedules and Meal Periods

The County has established a variety of work schedules necessary for the delivery of County services. The work schedule of a full-time position (budgeted at 37.5 or 40 hours per work week) will typically include either a 30 minute or 1 hour uncompensated meal period where the employee is completely relieved of duty for their meal period. Non-exempt (hourly) employees are prohibited from working through the meal period without prior supervisory approval. If an employee is not relieved of duty, the meal period must be canceled (full or ½) and the employee must be paid for the time worked. Employees are prohibited from working through the meal period without compensation. An employee cannot agree to work without compensation. Hourly employees who have a scheduled meal period (30 minutes or 1 hour) will have the meal period automatically deducted from their work hours. Part-time employee work schedules may not include a meal period depending on the length of the shift. Certain full-time positions, based on operational necessity, are not relieved of duty for an unpaid lunch



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
	HUMAN RESOURCES	AM-701.2	5/19/2020
	SUBJECT		PAGE
	TIMEKEEPING		2 of 4

period and will be compensated for their full shift. Modifications to a work schedule or to a meal period may only be made with supervisor approval.

Directors are responsible for

1. Operational oversight of Department and Division staffing and timekeeping in compliance with County policies, collective bargaining agreements, state, federal, and local laws.
2. Managing direct reports in accordance with this policy.

Supervisors and Managers are responsible for

1. Assigning work schedules and making necessary updates to work schedules in the timekeeping system. If authorized, the division timekeeper may update work schedules.
2. Reviewing timesheets of direct reports for accuracy and compliance with timekeeping procedures.
3. Reviewing time off requests of direct reports for approval in accordance with staffing requirements.
4. Scheduling meal periods to maintain staffing coverage (if applicable).
5. Reviewing and approving change requests (corrections/missed punches/lunch cancellation).
6. Scheduling on call/standby assignments.
7. Notifying Human Resources when an employee is absent for 3 or more consecutive days (other than approved vacation leave).
8. Managing attendance and punctuality within established standards and guidelines and taking corrective action in a consistent manner.
9. Discussing attendance and timekeeping concerns with Human Resources.

Non-Exempt (Hourly) Employees are responsible for

1. Working the assigned shift and complying with established policies and procedures.
2. Requesting time off in accordance with established policies and procedures using the electronic approval process (if applicable).
3. Clocking in to work at either an assigned computer workstation, time clock using a County issued proximity badge, using a mobile application, or other method established by the County.



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
	HUMAN RESOURCES	AM-701.2	5/19/2020
	SUBJECT		PAGE
	TIMEKEEPING		3 of 4

4. Reviewing the timesheet to ensure it accurately reflects all hours worked and reporting errors or missed punches to the supervisor or division timekeeper.
5. Taking the assigned meal period or requesting supervisory approval to “cancel” the meal period for the day if the employee was not permitted to take a lunch break.
6. Maintaining issued proximity badges and reporting lost or damaged badges to Human Resources for replacement. *Repeated loss or damage may result in the employee being responsible for the cost of replacement.*
7. If applicable, allocating hours worked on specific projects.

Exempt (Salaried) Employees are responsible for

1. Reporting to work unless on approved leave.
2. Requesting time off in accordance with established policies and procedures utilizing the electronic approval process (if applicable).
3. Reviewing the timesheet to ensure it accurately reflects absences from work and reporting errors to the division timekeeper, supervisor or Human Resources.
4. Maintaining issued proximity badges and reporting lost or damaged badges to Human Resources for replacement. *Repeated loss or damage may result in the employee being responsible for the cost of replacement.*
5. If applicable, allocating hours worked on specific projects.

Timekeepers are responsible for

1. Being familiar with and applying pay rules consistently.
2. Reviewing timesheets for missed punches and notifying supervisor of missed punches requiring correction.
3. Entering the hours worked and additional pay accurately and reporting errors or concerns immediately to Human Resources.
4. Receiving supervisory approval to make time sheet corrections and only making changes/corrections to employee time sheets that have been authorized by a supervisor.
5. Identifying issues that impact the timekeeping process and working with management and Human Resources for resolution.

Timekeeping Violations

1. It is a violation to clock another employee in or out of work.



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
	HUMAN RESOURCES	AM-701.2	5/19/2020
	SUBJECT		PAGE
	TIMEKEEPING		4 of 4

2. It is a violation for a non-exempt (hourly) employee to work through lunch without prior approval. This includes an employee eating lunch at their desk. Employees must be completely relieved of duty during the unpaid lunch period or be compensated.
3. It is a violation for a non-exempt (hourly) employee to clock in to work early without prior supervisory approval. Early clock in is defined as clocking in more than seven (7) minutes before the start of your shift.
4. It is a violation for a non-exempt (hourly) employee to clock out of work late without prior supervisory approval. Late clock out is defined as clocking out more than seven (7) minutes after the end of your shift.
5. It is a violation to be reported as working when you are not actively at work.
6. It is a violation to perform work for the County without compensation. All work time must be reported and paid in accordance with local, state, and federal laws.

Enforcement

Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including dismissal from employment.

Failing to clock in or out of work (missed punches), clocking in early or clocking out late without approval, or working through a meal period without prior approval may result in disciplinary action. Repeated violations may result in progressive disciplinary action, up to and including dismissal from employment.

JASON E. BROWN: _____ DATE: _____