

I. PURPOSE

To define a procedure for accounting for time worked, vacation, sick and any other time status within working hours.

II. PROCEDURE AND RESPONSIBILITIES

A. All Nonexempt Employees

A time sheet (record) recording all hours worked and/or paid for will be completed for each employee. The time sheet (record) must differentiate between the types of paid and unpaid hours (e.g. regular hours worked, overtime, vacation, sick leave, leave of absence, etc.).

Overtime work must be scheduled and approved in advance by a supervisor.

B. All Exempt Employees

Department heads are responsible for approving all exceptions to the regular work schedule (e.g. vacation, sick time, bereavement leave, leave of absence, or other days not worked).

C. Submitting Time Reports

The department timekeeper will record and input the time records into the appropriate Agency timekeeping system. The signed original time record will be maintained by the department for seven (7) years.

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