

RESOLUTION #2022-18

AMENDING FRANKLIN COUNTY HANDBOOK - AMENDING SECTION 3.2 "EARNINGS AND HOURS WORKED" and ADDING SECTION 3.5 "TIMEKEEPING"

WHEREAS, the updated Franklin County Employee Handbook final copy was presented and approved by the Board of Supervisors on August 19, 2019;

WHEREAS, the Board of Supervisors are amending Section 3.2 "Earnings & Hours of Work

WHEREAS, as it was amended and approved November 19th, 2019 it read as follows:

Hours of Work and Work Period

Each department head will establish work hours for their department. Full-time employees normally work thirty-five (35) to forty (40) hours per week. Daily and weekly work schedules may be changed at the discretion of each department head to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible. Meal periods and rest periods will be established by department heads. The rest period is considered part of the paid workday and meal periods are unpaid. The rest periods may not be used to shorten the workday.

Recording Work Hours

All employees must accurately record their hours worked for each pay period on a form provided by their department head. Employees will be paid to the nearest quarter hour worked and recorded.

WHEREAS, the Board of Supervisors has chosen to remove the subsection titled "Recording Work Hours"

WHEREAS, the Board of Supervisors are adding Section 3.5 "Timekeeping"

TIMEKEEPING

3.5

The purpose of this policy is to provide time reporting requirements for all employees of Franklin County. Franklin County must keep an accurate record of time worked to calculate employee pay and benefits in accordance with the Fair Labor Standards Act (FLSA). Employees are required to maintain their working hours utilizing the electronic timekeeping system purchased by Franklin County for this purpose.

This policy is applicable to all regularly scheduled full-time and part-time Franklin County employees. For the purpose of this policy, employees are defined as those responsible to the Board of Supervisors, employees responsible to an Elected Official, including Elected Officials and their deputies; County Assessor's Office, Public Health and Home Care, Conservation, Veterans Affairs, Emergency Management, and Dispatch; and temporary, seasonal, or on-call employees.

TIMEKEEPING PROCEDURES

All non-exempt and exempt employees are required to maintain an accurate daily record of the start and end times of every shift worked, as well as the beginning and ending time of each meal period, unless the employee has a shift where the meal period is paid, using the County's electronic time and attendance system. They must also record the beginning and ending time of any departure from work for personal reasons (i.e. doctor's appointments). Timecards will be completed and submitted bi-weekly as directed by the employee's department head online using a computer, County-issued mobile device, or personal device if no County-provided device is available.

Timecards must show all hours worked using applicable pay codes. Employees may not work "off the clock," "on their own time," or "for free." Employees will be paid to the nearest quarter hour worked.

Time away from work (i.e., vacation time, sick time, holidays) must be recorded each week.

Time worked includes all time that an employee is required to be performing duties for the County. Rest/break periods of 15 minutes or less are counted as time worked. Time worked is used to determine overtime pay required for non-exempt employees and may include paid time off per collective bargaining agreements or separate governing board policies.

Time not worked includes all time that an employee is not "on the clock." Some examples of time not worked would be uninterrupted meal periods and periods of unpaid leave.

Timecards should not be completed in advance.

RESPONSIBILITIES:

- A. **EMPLOYEES:** All employees will:
 1. Maintain an accurate daily record on their time electronic record of hours worked.
 2. Request authorization for time away from work. All absences from work schedules should be appropriately authorized, recorded and coded.
 3. Obtain correct pay, leave, and overtime codes if applicable.

4. Obtain approval for any overtime, compensatory time, or pay adjustments to be made in the workweek.
 5. Sign his or her completed electronic time record to certify the accuracy of all time recorded.
 6. Submit the time record to the manager or timekeeper by the department payroll deadline. The manager will review and then approve the time record before submitting it for payroll processing.
 7. Notify their department head of any reporting time errors immediately.
- B. MANAGERS: Each manager will:
1. Ensure that all employees maintain accurate time records.
 2. Ensure that employees reporting to him or her have the correct pay, leave, and/or overtime for their assignments if applicable.
 3. Provide approval for overtime, compensatory time, holiday pay, or paid leave.
 4. Approve time records and submit them to payroll by the Auditor's Office deadline for submittal. Note: Timekeepers/payroll processors should assist the department managers for whom they process payroll in making sure that all time submitted has the appropriate authorizations and follows FLSA and contract requirements.
- C. PAYROLL: Payroll staff will:
1. Verify that employee time records have been properly authorized and follow labor contract provisions.
 2. Ensure that all employees are paid earned wages/salaries at appropriate rates on appropriate dates in accordance with federal and state regulations.
 3. Make available bi-weekly earnings statements via electronic or paper means (except for those few employees who still receive paper checks).
 4. Post all time and labor charges to the labor distribution and allocation journals.

Employees who do not follow the procedures set forth in this policy may be subject to disciplinary action. Altering, falsifying, tampering with your or others' time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

THEREFORE, the amended and added sections will be effective April 1st, 2022.

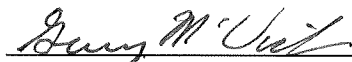
BE IT DULY ADOPTED the 28th day of February 2022, with the vote thereon being as follows:

AYES: McVicker, Nolte, Vanness

NAYS:

ABSENT/NOT VOTING:

FRANKLIN COUNTY BOARD OF SUPERVISORS



Gary McVicker, Chairman

ATTEST:



Katy A. Flint, Auditor & Clerk to Board