

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

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| Section: | Attendance and Leaves of Absence |
| Standard: | TIMEKEEPING |
| Section #: | B-1 |
| Effective: | June 3, 2008 |

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| See Also: Work Hours; Observed Holidays; Paid Time Off; Leaves of Absence (All); Work Schedule and Overtime for Non Exempt Employees |
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GENERAL STANDARD

Authority employees are required to report all time at and away from work accurately. The Authority expects all managers and supervisors to ensure full and complete accuracy in all employee time reporting both for compliance with applicable federal and state laws and for consistent administration of the Authority's attendance and leave of absence policies.

SPECIFIC STANDARDS

Employees are expected to report time worked and taken off in a timely, complete, and accurate manner. Any falsification of timekeeping records is grounds for corrective or disciplinary action, up to and including termination of employment.

- ❑ Managers and supervisors shall ensure that non-exempt¹ employees accurately record on their time records on a daily basis:
 - Actual hours worked
 - Overtime worked

- ❑ Managers and supervisors are responsible for ensuring employees obtain *prior* approval for all overtime worked and for the timely, accurate reporting of all overtime worked.

¹ Employees occupying positions **not exempt** by the Fair Labor Standards Act from the requirement to pay overtime.

- ❑ Managers and supervisors shall ensure that exempt² employees accurately record full days they are absent from work on their time records or in accordance with relevant procedures pursuant to the Authority's time recording software system. Examples of situations that require completing an exempt exception timesheet include paid or unpaid time off, jury duty, bereavement leave and emergency personal leave in one-day increments.

GUIDELINES

Management Responsibility

1. Managers should try to minimize the required scheduling of overtime by:
 - Planning in advance for the completion of special projects;
 - Arranging staff work schedules to accommodate peak work periods;
 - Cross-training employees and distributing work among employees to eliminate the need for overtime;
 - Requesting assistance from other departments or areas.
2. When overtime is necessary, managers should give employees as much advance notice as possible.
3. Managers should monitor the work requirements of exempt staff members.

Human Resources Department staff is available to answer questions regarding accurate recording of overtime worked; methods for recording various types of absences; and accrued PTO balances.

PROCEDURES

For non-exempt employees, time records shall accurately reflect the actual hours worked.

- ❑ For regular work hours, employees shall record on the time sheet the actual number of hours worked each day.

² Employees occupying positions **exempt** by the Fair Labor Standards Act from the requirement to pay overtime.

- ❑ For overtime, employees shall record the actual number of overtime hours worked each day.

(See ***Work Schedule and Overtime for Non-Exempt Employees*** Standard.)

Non-exempt employees, on a daily basis, shall record all absences and designate the types of absences on employee time records as noted below. Exempt employees generally record their time when time records are prepared for payroll submission.

Type of Absence:

- Paid Time Off (PTO)
- Observed Holiday
- Bereavement
- Work-Related Injury/Illness Leave
- Leave without pay
- Jury Duty/Court Leave
- Voting
- Leaves of absence
- Family and Medical Leave
- Pregnancy Disability Leave
- Military Service/Military Reserve Leave
- School Activities Leave

Refer to each of the specific policies for more details on how to record each type of absence.

The Authority may terminate the employment of an “At-Will” employee who does not report to work for three or more consecutive workdays and fails to contact the Authority during that time.

The Authority may initiate the termination process for a classified service employee. In this situation, certain procedures and processes must be followed; and the Human Resources Department representative shall provide guidance to ensure all procedures and processes are followed in accordance with applicable state and federal law.

Contact a Human Resources Department representative prior to considering any termination actions.

Documentation of absences guidelines include, but are not limited to, the following examples:

- Documents required to substantiate time recorded such as jury duty verification.
- Documents containing confidential information, such as medical information, should be submitted in accordance with guidance provided by a Human Resources representative and are submitted in a sealed envelope only to an HR representative. Such documents shall not be attached to any time record. Managers may note on the time record that such documentation is on file in the Human Resources Department.
- Should a manager delegate timekeeping responsibility to another individual, the delegate is not permitted to view confidential information.

If a manager contemplates making an exception to the provisions of any time off policy, s/he should;

- Refer to the specific Standard for details on any required approvals, secure the approvals, and clearly note the exception being made on the employee time record.

When an employee is planning an absence, prior to approving the absence, the manager shall make certain the employee has enough accrued leave time to cover the absence. If the employee does not have sufficient time, a manager is expected to work with the employee to assist with revising plans and/or to consider the use of leave without pay.

When an employee is recording absences due to non-work related illness or injury, or for medical/dental appointments, the manager should ensure the employee has sufficient credited PTO (or sick leave credits, if applicable) to cover the absence. If there is insufficient accrued PTO, consider leave without pay.

Managers and employees shall ensure that accurately completed time records are submitted to payroll by the established payroll deadline.

Managers must notify the payroll administrator promptly of any changes that need to be made for absences of time worked or recorded. The payroll administrator will provide direction with regard to making the changes.

For exempt employees, managers or timekeepers shall not record *partial* days off with or without pay on employee time records, except in the case of family and medical leave. Managers should consult with a Human Resources representative whenever this situation arises.

- ❑ An employee's exempt status confers the opportunity to take time off in increments of less than a full day without compensation being affected or time off benefits being charged.
- ❑ "Exempt" status assumes an employee will work the number of hours necessary to accomplish objectives without receiving extra pay for overtime.
- ❑ If the manager becomes concerned about an exempt employee's attendance patterns, s/he must contact a Human Resources representative to discuss an appropriate course of action.