

POLICY

Cancels: 061056

See Also:

Approved by: BOCC

Res. # 084676

POL – 0310 – HR SCHEDULING AND REPORTING WORK TIME

Unless otherwise covered by a bargaining unit agreement, this policy applies to all non-elected employees.

1. County Workweek Begins at 12:00 a.m. Monday and Ends at 11:59 p.m. Sunday

Applies to all personnel unless otherwise designated by the BOCC.

2. Employees may Take a 15 Minute Paid Break for Every Four Hours Worked

Supervisors will arrange breaks so that County Business isn't interrupted.

3. Employees may Take one Unpaid 30 to 60 Minute Meal Break

Applies to all personnel working at least five hours per shift unless the position requires an uninterrupted work shift. Meal breaks will begin between two to five hours from the beginning of the shift. Supervisors will schedule meal breaks to ensure the department remains open during business hours.

4. Supervisors or Designees Establish all Work Schedules

Some County positions may require various work schedules/workweeks and standby or on call duty. Supervisors determine which employees' positions will be required to perform such duties/schedules and how these will be rotated among affected employees.

5. County Considers any Unauthorized Absence an Absence Without Pay

The County considers unauthorized absences reason for disciplinary action up to and including termination. Employees take responsibility for being at work as scheduled and arranging personal schedules to accommodate the County's business hours. At the beginning of each assigned shift, the County expects employees to be at their workstation ready to begin work.

6. Employees Accurately Complete and Submit Time Sheets

The County considers time sheets to be legal documents. Employees complete time sheets through the automated time system or on paper as assigned by the department. If on paper, the hours are entered into the time system and retained by the department in accordance with the Washington State Retention Schedule. The paper document must have an employee signature and will be considered the employee's approval of hours. By either method, supervisors will approve hours through the automated time system. . Employees must obtain prior supervisor approval before any notations about vacation time, sick leave, or other time can be made. Department records shall indicate if the absence is due to FMLA eligible leave or a Worker's Comp. injury, notifying HR of either occurrence.

The County regards falsifying time sheet information reason for disciplinary action up to and including termination. Employees are prohibited from falsifying hours and clocking in for one another, as the County considers this fraud. Committing fraud will make the individuals subject to discipline. Money lost to the county may be collected through payroll deduction, direct payment or the collections process. In the case where an employee is away from work and unable to clock in, the employees shall give the supervisor written direction on the use of accrued leave. If the employees is unable to communicate direction on leave, or refuses, the supervisor may select the appropriate leave to use depending on what the employee's leave qualifies for. In this case, a communication will be sent to the employee. Either way a note shall be made in the time keeping system or the employee's file.

Each department will submit to Human Resources an annual authorization listing who is authorized to approve, make corrections, etc. in the automated time system.