

Category: 300

Number: 346

Policy: Timekeeping

Purpose: The purpose of this policy is to define and serve as primary document for timekeeping.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

The purpose of this policy is to outline the timekeeping policy of St. Clair County. Accurately and honestly reporting time worked, vacation, sick and compensatory time is the responsibility of every employee. The County must keep an accurate record of time worked, used or accrued paid time off to calculate employee pay and benefits.

Time Worked

Time worked includes all time that an employee is required to be performing duties for the County in accordance with the Fair Labor Standards Act (FLSA). Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included, but not limited to, time worked per the FLSA:

- **Work away from premises or at home.** If approved, work performed off the premises or job site or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the department head or supervisor.
- **Break time.** Authorized breaks or rest periods of 15 minutes or less, as outlined in Policy: 338 Work Hours, Seniority, Overtime, Lunch Periods and Breaks are counted as time worked.

Time Not Worked

Per the Fair Labor Standards Act (FLSA), the County does not count the following provisions as time worked:

- **Paid leave.** Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and compensatory time off are not counted as time worked.
- **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked.

Timekeeping

All employees must accurately and honestly record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to confirm his or her time record to certify the accuracy of all time recorded. The timekeeper and/or payroll delegate for the department will review and then process for payroll. In the event of an error in reporting time, an employee must immediately report the problem to the department's payroll delegate. When an error or overpayment or underpayment has occurred, the employee must notify the Human Resources department immediately.

Timesheets and timecards must be retained until the end of the fiscal year and three additional years then destroyed, unless otherwise required by law, grants or other mandates.

Paid Time Off

All employees must accurately and honestly record all vacation, sick or compensatory time used. Time used can be recorded in no less than fifteen (15) minute increments. If an employee does not have sufficient accrued time in their bank, they will be required to be Absent Without Pay (AWOP). Bank time may not be used in advance of earning. For additional information, refer to Policy 336: Paid Time Off.

All departments are required to report all used vacation, sick and compensatory time in the payroll system each pay period.

Enforcement

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

For further information, an employee may contact the Human Resources department by telephone at (810) 989--6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: May 20, 2021

Revised: September 19, 2024