Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:

02-ALL-ALL-0009 (HR)

Subject:

Time Record Document

Directions for Form

Effective Date:

Approvals/Date:

06-25-86

Last Revision:

07-29-2024

Person Responsible:

Human Resources Coordinator

Superintendent, WCBDD

Date

Department Director/Coor

The following definitions will apply:

Non-Exempt Employees - Those employees who are subject to the Federal Wage regulations of non-exempt employees, i.e., those who are not considered exempt.

Federal Wage and Hour - Federal agency that establishes rules, regulations and monitors the implementation with employees in the area of Wage and Hour.

Time Record - Documentation tool for non-exempt employees to record all work hours including but not limited to the start and end of working time, time for non-paid lunch breaks, and any leave time.

- 1. An employee's timesheet is web-based and can be accessed on or off campus.
- 2. Each non-exempt employee will record the time of reporting to work and must enter actual times (no rounding) on their timesheet on a daily basis. During the day the applicable employee will sign in and sign out for lunch.
- 3. Non-Exempt Employees may be granted up to two 15-minute paid breaks and one 30-minute non-paid lunch break each day. Paid breaks may not be taken at the start or end of the shift or combined to the lunch break.
- 4. Non-paid breaks for nursing mothers in a non-exempt position must be provided for up to one year after the child's birth each time such employee has need to express the milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to nurse her child. Access to the mother's room will be provided to employees returning from FMLA for the birth of a child.
- 5. At the end of the working day, the employee will record and code the number of hours and minutes worked for that particular day. Any portions of the hour will be paid according to the following schedule:

0 - 7 minutes

.25 .50

8 - 22 minutes

23 - 37 minutes

38 - 52 minutes .75

53 - 60 minutes 1.0

- 6. Employees must submit time off requests through the request section, even after the date of the request has passed. Employees are expected to submit unplanned time off requests the first day back to work. All other time off requests are to correspond with proper procedures 02-ALL-ALL-0190, 02-ALL-ALL-0255, 02-ALL-ALL-0008. Supervisors must approve employee's time off requests for the current pay period by the end of the two week pay-period.
- 7. The employee's time will be available to the supervisor of the department for review and approval.
- 8. At the end of the two week pay period the employee will review and submit their timesheet by 10 am the following Monday.
- 9. The Supervisor will review and approve employee's timecards by no later than 10 am the following Tuesday.

Reference:

Patient Protection and Affordable Care Act (PPACA)

Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C. 207)

Policies:

01-ALL-ALL-0031

Procedures:

02-ALL-ALL-0631

02-ALL-ALL-0190

02-ALL-ALL-0255

02-ALL-ALL-0008

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