

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0009 (HR)
Effective Date: 06-25-86
Person Responsible: Human Resources Coordinator

Subject: Time Record Document
Directions for Form
Last Revision: 07-29-2024

Approvals/Date: Brent Cohen 8/14/24 Superintendent, WCBDD Date
Julie Squage 7/29/24 Department Director/Coordinator Date

Table with 9 rows containing definitions and procedures for Time Record. Row 1: The following definitions will apply. Row 2: Non-Exempt Employees - Those employees who are subject to the Federal Wage regulations... Row 3: Federal Wage and Hour - Federal agency that establishes rules... Row 4: Time Record - Documentation tool for non-exempt employees... Row 5: 1. An employee's timesheet is web-based... Row 6: 2. Each non-exempt employee will record the time of reporting to work... Row 7: 3. Non-Exempt Employees may be granted up to two 15-minute paid breaks... Row 8: 4. Non-paid breaks for nursing mothers in a non-exempt position... Row 9: 5. At the end of the working day, the employee will record and code the number of hours and minutes worked... (includes a table of minutes to decimal conversion)

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