

TIMEKEEPING/PAYROLL

400 TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Police Jury to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be prior approved by the Parish Administrator before it is performed except in cases of extreme emergencies.

Time will be entered on the time log as follows:

1. Regular Hours: Total hours worked in a payroll period up to a total of 40 hours per week. Regular hours are paid at the employee's current rate of pay.
2. Overtime Hours: Total hours worked in a payroll period which exceeds 40 hours per week. Overtime hours are paid at 1.5 times the employee's current rate of pay.
3. Vacation Hours: Total hours employee is paid in accordance with the vacation policy during the pay period.
4. Sick Hours: Total hours employee is paid in accordance with the sick leave policy during the pay period.
5. Holiday Hours: Total hours during the payroll the employee is paid in accordance with the Holiday Policy.
6. Other Hours: Total hours during the payroll period the employee is paid for funeral leave, civil leave, and workers' compensation hours.

Pay weeks begin on Thursday at 12:01 a.m. and end on Wednesday at 12:00 midnight and are 2 weeks in duration.

There are 26 pay periods in a year.

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

Reporting

You should notify your supervisor as much in advance as is possible when you are absent for any reason, but no more than 15 minutes after the beginning of your scheduled shift. Calling in your absence more than 15 minutes after your shift begins is considered a "failure to report" which may result in corrective action.

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign his or her time record to certify the accuracy of

all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

In addition, if time is not recorded accurately on the timesheet, payment may be delayed until both the employee and the supervisor verify the accuracy of the changes by initialing the time record.

If an employee clocks in more than 3 minutes after each quarter hour, he/she will be docked for one quarter hour. If an employee is given permission and leaves their jobsite for personal reasons during work time, that person must clock out and back in when he/she returns. Each employee has the responsibility of punching his/her time card. Failure to do so will result in disciplinary action up to and including termination.

410 PAYDAYS

All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, every effort will be made to pay on the last day of work before the regularly scheduled payday.

All employees must have their pay check directly deposited into their checking or savings account.