

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Personnel Handbook Amendment - Timekeeping

Meeting Date: Personnel Committee on July 21, 2025

Requested by: Ashley Oliphant, City Administrator

Background: The Personnel Handbook does not include language regarding timekeeping or rounding time. Employees are currently required to utilize miPay to electronically record and submit time. Timekeeping had previously been conducted using a paper system. Additionally, the Handbook does not address rounding time. In practice, hourly employees are paid for all time worked to the minute. This creates difficulty in managing time and controlling overtime costs.

To address this, the following policy is proposed:

All employees must record their time worked using the City's designated timekeeping system. Hourly (non-exempt) employees must record their start and end times for each workday, including breaks. Failure to clock in/out may result in disciplinary action or payroll adjustments based on supervisor records.

To simplify payroll processing, work hours are rounded to the nearest 15-minute increment using the 7-minute rule. Time recorded within the first 7 minutes of a 15-minute period will be rounded back to the start of that period, and time recorded within the last 8 minutes will be rounded forward.

For example, clocking in at 8:06 AM will be recorded as 8:00 AM, and clocking in at 8:08 AM will be recorded as 8:15 AM.

Employees are responsible for reviewing their time sheets to confirm accuracy. Falsifying time records or failing to clock in/out may result in disciplinary action.

Financial Impact: None

Funding Source: N/A

Requested Action: Amend Handbook to include timekeeping policy.

PERESONNEL: Motion to amend the Personnel Handbook to include the timekeeping policy as presented.