

SUPPORT STAFF TIME CARDS

Beginning immediately, time cards are required on all employees who are not covered by a professional contract. This office will look at times as follows:

Beginning Work Day

We will pick up the next 15-minute interval from the time an employee signs in. Example: If a secretary signs in at 7:55 a.m., we will begin the pay period at 8:00 a.m..

Lunch Breaks

A lunch break only occurs if an employee does not have an ongoing duty during that break. If a secretary eats at her desk but continues to answer the phone, greet the public, etc., no lunch break has been taken.

Ending Work Day

As in the morning, we will pick up the next 15-minute interval on sign-out times if the time is questionable. Example: If an employee leaves at 2:12 p.m., we will consider it 2:15 p.m.. Those times such as 2:01, 2:02, etc., will not receive the 15-minute "benefit of the doubt."

Excused Time

The immediate supervisor may excuse time under special circumstances: flat tire on the way to work, leaving 15 minutes early for a doctor's appointment, etc.. In these cases, complete the time card accurately and have the supervisor note the excused time.

- A. All adjustments will be made in the pay period immediately following the period covered by the time cards.**
- B. Employees will not be paid unless and until time cards are received.**
- C. Time cards will not be accepted without a supervisor's signature.**
- D. Compensatory time by Federal law must be taken within the same payroll period. This means that an employee may not make up time by working weekends, taking work home, etc., in order to build a vacation period.**

**Adopted: July 12, 1985
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