



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  Time Entry and Alternative Work Schedules	Policy Number:  E-1	Page Number:  1 of 4
	Date Adopted: 12/18/2018	Effective Date: 12/22/2018

### I. PURPOSE

The purpose of this policy is to:

- A. Promote accurate time reporting for exempt and nonexempt employees paid bi-weekly in compliance with the provisions of the Fair Labor Standards Act (FLSA) and other applicable federal and local laws.
- B. Ensure accurate time entry to enable maximum cost recovery from external funds such as State and Federal funds, grant funding and applicant funding.

### II. POLICY

- A. Employees shall maintain an accurate daily log of their time worked and shall make every reasonable effort to enter such information daily into the County's time keeping system. Time records must show all hours worked with project codes or departmental codes and labor distribution codes (e.g., hours worked, vacation time, sick time) that were incurred for the week. Except for pre-approved leaves of absence and accelerated payroll deadlines due to a County holiday, time records should not be approved in advance. Elected department heads are exempt from these time keeping requirements.
- B. When an employee is absent from their regular work schedule and unable to enter their own time, the employee must inform their supervisor as to the appropriate coding for each absence and the employee's direct supervisor is responsible for entering and submitting their time worked. In the event the employee fails to communicate the coding for the absence to their supervisor, the absence will be coded as an absence without pay, except as otherwise provided by law.
- C. New employees may not have immediate access to the time keeping system. Therefore, all new employees shall keep a daily record of time worked until access is granted. This usually occurs towards the end of the pay period that they were hired.
- D. The Department Head or designee may make an exception for daily time entry for employees, such as first responders, social workers, or other positions where responding to an emergency makes it infeasible to enter one's time, or in other extenuating circumstances as deemed necessary by the Department Head.



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### III. TIME ENTRY PROCEDURE

#### A. Each employee is to:

1. Obtain correct project/departmental codes, overtime, or premium codes.
2. Maintain an accurate daily record of hours worked and the correct charge codes. All absences from work schedules shall be appropriately recorded and coded.
3. Make every reasonable effort to enter their daily time records into the County's time keeping system daily.
4. With the exception of an emergency situation, obtain advanced approval for any overtime or premium pay adjustments to be made in the workweek.
5. Submit the completed time record in the format required to the manager/supervisor in the time period required for approval.

#### B. Each manager/supervisor is responsible for:

1. Ensuring that employees reporting to them have the correct project/departmental codes, overtime or premium codes and overhead codes for their assignments.
2. Ensuring that all employees maintain accurate daily time records. Any changes or corrections to an employee's timecard will be documented and communicated to the employee.
3. Approving time records and submitting them to payroll (upon approval and delegation by the appointing authority).

#### C. Department Head is responsible for:

1. Providing final approval for their respective department's payroll either through direct review or approved delegated authority.

#### D. Payroll is responsible for:

1. Ensuring that all employees are paid earned wages/salaries on appropriate dates in accordance with County policies, federal and state regulations.



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### IV. ALTERNATIVE WORK SCHEDULES

A Department Head may approve alternative work schedules for their staff as long as the work hours do not negatively impact County operations. Under the FLSA guidelines, work periods must be fixed and regularly recurring scheduled hours. Except for employees subject to the FLSA 207 (k) exemption, the FLSA limits the definition of a work period to seven (7) consecutive twenty-four (24) hour periods; overtime is incurred when an eligible employee exceeds forty (40) hours worked in a seven (7) day work period. The Department Head is responsible for ensuring staff are in compliance with FLSA.

#### A. Alternative work schedules must comply with the following:

- The work schedule must be defined to show the time of day and day of the week that the work period begins and ends. Unless otherwise specified herein, the work period will be defined as beginning Saturday at 12:00:01 AM.
- For an alternative work schedule where a full-time employee's eighty (80) biweekly hours are completed in less than ten (10) work days, with a single, fixed, regular day off, such as a 9/80 or 5/4/9 schedule, the scheduled eight (8) hour and scheduled regular day off must be designated on either Mondays or Fridays and cannot be modified once established. This work period is defined as either starting Monday at noon or Friday at noon, respectively.
- If a holiday falls on an employee's scheduled day off, the employee will be given the option of another day off during the pay period, usually the day before or the day after the holiday.
- If a holiday falls on an employee's regularly-scheduled nine-hour work day, the holiday is no more than an eight-hour day. One hour must be made up during the holiday week. The employee may use an hour of vacation or compensatory time off.

The Department Head may revoke an alternative schedule. The employee must be given written notice of the proposed change. Implementation of the work schedule change shall not occur sooner than two full pay periods from the date of the notice to the employee, unless agreed to by the affected employee. Requests by an employee for changes in the approved work schedule, that are approved by management, may not be implemented sooner than at the beginning of the next full pay period. If an FLSA exempt employee is approved to work an alternative work schedule, the Department Head has the authority to call in the employee on their day off as County business requires. If a provision of this Policy conflicts with any provision of an applicable MOU, to the extent of such conflict the provision of the MOU shall be deemed controlling with regard to the employees covered by that MOU.



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### RESPONSIBLE DEPARTMENT

Chief Administrative Office  
Auditor-Controller

### REFERENCES

Fair Labor Standards Act (FLSA)

### V. DATES ISSUED AND REVISED; SUNSET DATES:

<b>Issue Date:</b>	12/22/2018	<b>Sunset Review Date:</b>	12/22/2022
<b>Revision Date:</b>	6/20/2023	<b>Sunset Review Date:</b>	6/20/2027