**SECTION: PAY AND COMPENSATION**

**POLICY:** Timekeeping **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish consistent and accurate timekeeping practices for all employees, ensure compliance with wage and hour laws, and maintain the integrity of payroll processing.

**DEFINTIONS:**

1. Timekeeping System: The designated electronic or manual system used to record hours worked, including start time, end time, and meal periods.
2. Non-Exempt Employees: Employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA) and City policy.
3. Overtime: Hours worked by a non-exempt employee that exceed their defined work period and are subject to additional compensation.
4. Falsification of Records: Deliberately entering inaccurate or false information into the timekeeping system.

**APPLICABILITY:**

This policy applies to all City employees, regardless of classification or department, who are required to record time worked for payroll and compliance purposes.

**PROCEDURES:**

1. Recording Time Worked
   1. Employees must accurately record their start time, end time, and any required break periods using the City’s designated timekeeping system.
   2. Manual time logs may be used as a backup in case of system failure or unavailability.
2. Timekeeping Requirements
   1. Employees are required to log in and out for each work shift and designated meal period, in accordance with departmental guidelines.
3. Corrections and Adjustments
   1. Any errors in time entries must be reported immediately to a supervisor for correction.
   2. All adjustments must be approved by both the employee and their supervisor before processing.
4. Overtime Authorization
   1. Overtime must be pre-approved by a supervisor prior to being worked.
   2. Non-exempt employees will be compensated for overtime in accordance with City policy and applicable law.
5. Schedule Adherence
   1. Employees are expected to work their scheduled hours and maintain punctuality.
   2. Excessive tardiness or unexcused absences may result in disciplinary action.
6. Prohibited Conduct
   1. Falsifying time records is strictly prohibited and may result in disciplinary action, up to and including termination of employment.