

SARPY COUNTY

eTIME – Payroll Processing OVERVIEW

Sarpy County is subject to numerous laws and regulations that govern the way we conduct our business. The laws that regulate employee's wages and hours are designed to ensure that employees are paid as specified, within these regulations. This policy outlines information pertaining to recording and tracking hours of work, accruals, and making manual edits. The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payment for all employees. All FLSA provisions guide utilization of our time clock system at Sarpy County. The use of public funds should always be in the public interest and not for individual or private gain.

Our official timekeeping system is through Automated Data Processing (ADP) and our Time and Attendance System (called eTIME) collects actual time entered by the employee using a time clock, computer or cell phone. The Department Head or office Payroll contact may enter data for their employees when needed. The Department Head or Payroll contact, after reviewing and approving, sends the timecards to payroll where employees are paid according to the hours recorded per their time sheet. eTIME is an electronic payroll and time tracking system and all associated work records will become the official basis for recording hours worked for all employees of Sarpy County. Absence records (e.g. vacation, sick days) will also be recorded in eTIME. In order to ensure consistency of treatment for employees, the data recorded in eTIME shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official eTIME records. It is recognized that in certain situations (e.g. clock malfunction) that it will be necessary to correct or enter missing data. These changes will be carefully documented via email from the department Manager/Supervisor to Payroll, who will make edits and notes on the timecard. eTIME automatically tracks and manages employee hours and applies current Sarpy County pay rules prior to transmitting the data to payroll.

Sarpy County's regular work week begins at 12:01 am Sunday of each week and ends at 12:00 pm midnight on the following Saturday. County work hours are scheduled so that County Courthouse "general" offices are open, Monday through Friday 8:00am – 4:45pm, except on official holidays (Treasurer's Office opened until 6:00pm on Wednesdays). Numerous offices work varying schedules based on job duties (E911, Public Works, Facilities Mgmt, I.S., etc.). The fifteen (15) minutes between 4:45pm and 5:00pm is considered compensable time during which employees are expected to be performing work (e.g. finalizing any business of the day, closing down facilities and equipment, preparing for the next day, etc.). Full-time employees are required to work on a regular, on-going schedule of forty (40) hours per seven day work period (unless otherwise noted in the collective bargaining agreements or County policy). As such, under the principles of "public accountability," Sarpy County employees should not be paid for time they do not work, except as otherwise permitted by leave policies. Sarpy County is entrusted with public resources and each employee must be fiscally responsible to our citizens.

eTIME POLICY and PROCEDURES

PURPOSE: The purpose of this policy is to promote the efficient operation of Sarpy County Government and to ensure consistent administration of time and attendance management issues. Salaries, wages, payroll taxes, and associated benefits constitute a significant portion of the County's overall expenditures and are subject to regulations imposed by the federal government, the State of Nebraska, and the county. Salaries, wages, payroll taxes, and benefits are accurate only to the extent that they are based on accurate time cards. This policy states the requirements for timesheets to include completion, review, and approval. Falsification of hours worked is considered theft and grounds for termination.

JURISDICTION: Sarpy County is authorized to develop and issue policies for the effective management of their employees, including but not limited to employee time and attendance. The County must follow these policies to ensure compliance with federal and state laws, county regulations, collective bargaining agreements, and Sarpy County payroll requirements.

SCOPE: This eTIME policy applies to all Sarpy County employees (excluding Sheriff's F.O.P. Sworn/Non-Sworn) covered by any Sarpy County Policy, including Collective Bargaining Agreements, Policies and Procedures Manual (PPM), Personnel Rules and Regulations (PRR), and other County Policies. To the extent that any provision in this policy conflicts with a specific provision in a collective bargaining agreement or employment contract, the collective bargaining agreement or employment contract shall prevail.

This policy describes the County's timekeeping requirements by employee classification (Exempt and Non-Exempt).

- **Non-Exempt Employees:** Non-exempt employees (which include Clerical & Technical, Service & Maintenance, Security employees) are not exempt from (and therefore subject to) FLSA standards. Under the FLSA, these employees must be paid for overtime work.
- **Exempt Employees:** Exempt employees (which include most Managerial and Professional employees - Dept Heads, Directors, Managers are exempt from (not subject to) the provisions of the Fair Labor Standards Act (FLSA).

This policy does not cover the following two groups, who are not required to keep and submit time cards because their pay is not based on hours worked, nor do they receive paid time off:

- Elected Officials; and
- Mental Health Board and various Board Committees

All employees covered under this policy must accurately report time worked and any benefit time taken. The increments in which time must be reported (except FMLA leave, as discussed below) are determined by county policy and collective bargaining agreements.

Employees are responsible for the prompt submission of their time to ensure they are correctly paid. In the event an employee is paid for time not worked or not charged paid time off, they must report the error immediately to their supervisor for correction.

The time card approver is responsible for having sufficient knowledge of the employee's work to be able to approve the time card. This responsibility includes knowledge that any overtime submitted was approved by the immediate supervisor (which may be the time card approver).

DEFINITIONS:

"Absent/Absence" means an employee who does not report to work in accordance with their standard work schedule for all or a substantial part of their scheduled work day.

"Accrual time" means any benefit accrual amounts including vacation time, sick time, personal time, and holiday time.

"Compensatory time" means an arrangement by which FLSA Non-exempt employees accrue paid time off in lieu of overtime pay.

"County link" is the web-based quick link (www.workforcenow.adp.com), accessible only through the County network and ADP, which allows employees to view their respective time entries, accrual balances and time off requests, and further allows Supervisors to manage and approve timesheets and time off requests.

"Department" means a unit of the County, including, but not limited to a department, office or facility.

"Department Head" means the individual assigned to head or direct a Department.

"Employee Identification Number (EIN)/ ADP File Number" means the 4-digit identification number assigned to an employee upon hire in ADP Payroll/H.R. (Currently not in use).

"Flextime" means a system that allows for agreement between the employer and an employee to choose the hours for starting and ending their Standard Work Schedule.

"FLSA Exempt" means employees who are paid a salary based on their duties and compensation and are not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

"FLSA Non-exempt" means employees who are paid hourly and subject to the provisions of the Fair Labor Standards Act.

"Hours Worked" include scheduled hours worked and, for all non-exempt employees, overtime hours and, if applicable, compensable travel and on-call time.

"Leave of Absence" means for the purpose of this policy, any paid or unpaid leave other than vacation, holiday, floating or sick leave.

"Overtime" means hours worked by an FLSA Non-exempt employee in excess of forty (40) hours per week or as defined by the applicable collective bargaining agreement.

“Paid time off” refers to the specific type of paid time off provided by Sarpy County to employees based on their actual schedules (vacation, sick, compensatory time, jury duty, and donated leave, etc.). *Example: Approved vacation leave at 4 PM = 1 hr of vacation time – 4:00 pm to 5:00 pm; approved sick leave at 3:15 pm = 1.75 hrs sick time = until 5:00 pm*

“Payroll contact” means an employee charged by the Department Head/Official with various time and attendance responsibilities within the Department.

“Personnel Rules” means the Sarpy County Personnel Rules and Regulations (PRR) and the Policies and Procedures Manual (PPM).

“Key Card” means the Sarpy County security badge and ID card generated by the Sheriff’s Security for use with the secure doors for entrance.

“Supervisor” means the person in the first line of management who monitors and regulates employees in their performance of assigned or delegated tasks and approves employees’ time records.

“Tardy/Tardiness” means an employee’s failure to report and be prepared to work at start of their standard work schedule.

“Time & Attendance (eTIME)” is the County’s ADP Payroll time and attendance system to which employees gain access through personal computers, time clocks, or mobile phone apps to report and track hours worked, time off and benefit leave accruals.

“Time clock” means a stationary clock with a device for recording employees’ times of starting and ending work and/or attendance.

eTIME GENERAL PAY POLICIES

Responsibilities of Employees

All employees, exempt/salaried and non-exempt (hourly) must record time and attendance via Sarpy County's eTIME system. Timecards must be approved by the employee and Department Heads/Approvers each pay period.

NON-EXEMPT (Overtime Eligible) EMPLOYEES

Non-exempt employees refers to hourly paid employees who are subject to the provisions of the Fair Labor Standards Act (FLSA) and who are eligible for overtime pay.

- A. Non-exempt (overtime eligible) employees must record in and out times in eTIME at the beginning and end of each day worked. All hours worked are to be accurately recorded utilizing eTIME which may include entering time on a personal computer (PC), using a time clock/biometric finger verification, using mobile (phone) time entry (in a designated area only), or submitting a time adjustment email to your Dept. Head. Employees may not work "off the clock," "on their own time," or "for free."
- B. eTIME will provide a seven minute window on each side of the shift's start and end times. (see rounding rules)
- C. If for personal reasons an employee leaves work prior to completing his/her shift (whether or not the employee intends to return), it should be approved by the employee's supervisor in advance of the employee's departure.
 - 1. Pay will be deducted for each quarter hour that the employee is absent from the workplace.
 - 2. The hours to be paid will be computed from the time work began until the time the employee stopped working. Lunch periods will be deducted if the employee worked over five (5) hours unless a "no lunch" has been approved by the employee's supervisor.
- D. Whether employees are to record a time punch for lunch will be determined by the Department Head/Official. A designated meal period can be automatically deducted from the time keeping (eTIME) program, if requested.

ROUNDING RULES - HOURS WORKED

The FLSA allows an employer to round employee time to the nearest quarter hour. Employees are expected to clock in and out at their regularly scheduled times, as close to the beginning and end of their shift as possible. Employees should punch in no sooner than seven (7) minutes prior to the beginning of their shift and punch out no later than seven (7) minutes after their shift ends. Employees who continually punch in late or punch out early are subject to disciplinary action.

An employee will be considered tardy when he/she reports late for an assigned shift. Clocking punches will be rounded according to a seven-minute grace period with a fifteen minute round. Any time recorded within that window will be rounded to the shift start and end time for pay purposes. Any time recorded after that window will be rounded to the next quarter hour for pay purposes. Departments may have individual tardiness policies addressing the consequences based upon the tardy occurrences. PLEASE NOTE: The quarter hour rounding provisions of our automated time keeping system should not be mistaken as condoning or conflicting with an individual department's tardiness policy.

Use the following guide when determining the round:

7:53am to 8:07am = 8:00am

8:08am to 8:22am = 8:15am

8:23am to 8:37am = 8:30am

8:38am to 8:52am = 8:45am

MISSED PUNCHES AND ADJUSTMENTS

An employee who misses a time punch should notify his/her supervisor via email of any edits that need to be made to the timecard. Employees cannot go back and correct the time themselves – the payroll contact or manager will need to make changes before sending to payroll. It is an employee's duty to use the timekeeping system; frequent missed punches may result in discipline.

When an employee cannot clock in at their worksite, the employee should report times worked to their supervisor via email so their times can be manually entered

MULTIPLE JOB CODES

If an employee is paid from multiple funding sources or has more than one position within the county, they will be assigned a separate job code for each position. It is the responsibility of the employee to ensure that they are clocking in on the correct code at all times (Mobile, computer, time clock by employee fingerprint and/or 4 digit ID).

Failure to clock in and out or transfer correctly on multiple job codes may result in discipline action. If the employee is unsure which job code to use, he/she should contact their supervisor for clarification.

Employees who have clocked in or transferred incorrectly using the wrong job code will need to notify their supervisor by email prior to the close of the pay period so their time can be corrected.

MEAL PERIODS

The meal period is considered unpaid time and employees must clock in and out OR the Dept. Head/Official can have it tracked and deducted automatically (1 hr or ½ hr).

BREAKS

The FLSA does not require breaks or meal periods be given to workers. Employees may be allowed paid breaks during their day as defined by their Department Head/Official.

UNREPORTED HOURS

The FLSA does not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours must be reported using our eTIME system. Any time spent working while not clocked in ('working off the clock') is strictly prohibited. Employees are required to clock in before performing any work and are not permitted to clock out until all work has stopped. Employees that 'under report', "over report" or fail to report hours worked are subject to discipline up to and including termination.

Examples of 'working off the clock' may include:

- Forgetting to clock in or out
- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Checking/reading/reviewing work-related emails or listening to work-related voice mails while away from the office or workplace.
- Answering phones, emails, or attending to customers while clocked out for a lunch break.

Once an employee has clocked in, he/she is responsible for starting work. When a time period has been completed, it is the employee's responsibility to clock out. Employees conducting personal business or simply not working while clocked in may be considered 'riding the clock' and could be subject to discipline up to and including termination.

eTIME TRACKING PROCEDURES

Sarpy County employees are required to report to work as scheduled, on time and prepared to work, in accordance with their standard work schedule. Timely and regular attendance is a condition of employment and is an expectation of performance for all employees. Additionally, employees must accurately report time worked including an appropriate accounting of benefit and leave time taken.

Exempt employees often work more than 40 hours a week and they will not receive additional pay based on: working more than the usual 8 hour work day and/or 40 hour work week, as required in the scope of their normal job requirements. This work might include, but is not limited to, evening meetings, extended travel, or working additional hours to meet a project deadline. As such, exempt employees are expected to work, as necessary within and outside of the standard work day to perform their job duties, which includes being available to respond to work related calls and requests. Supervisors may require all employees, including exempt employees, to be present at work during the County's standard work hours, as necessary to perform the employee's duties. Any employee, who, without reasonable justification, fails to comply with a Supervisor's directive to be present at work when needed may be disciplined pursuant to County policy.

A. eTIME ACCESS RULES – www.workforcenow.adp.com

1. Employees may access the Sarpy County eTIME system through ADP for using time clocks, personal computers or mobile phones.
2. Each employee will be assigned to either a time clock, use their computer or mobile phone as assigned by their respective Department Head/Official at the start of employment, upon promotion or transfer, or at the time of eTIME implementation, whichever is applicable.
 - a. With respect to new employees, Payroll Contacts must assign employees to a time clock (if applicable) and enroll employees in eTIME at the time the employees first day. Employees are assigned to a time clock for payroll information collection and entry because their job responsibilities require them to work at a fixed physical County location for the majority of the time; and, they are required to utilize the functioning time clock station nearest to their assigned work location.
 - b. Employees log into their device (computers/phones) for payroll information collection and entry because their job responsibilities most frequently require them to work at their desk at a County location.
 - c. Employees may be use both the Time clock, Personal Computers and/or Mobile Phone (if given permission) where Supervisors and Department Heads/Officials deem such access necessary due to an employee's job responsibilities.
 - d. All Employees will have access to ADP's eTIME (if eligible).
3. Employees shall account for any and all time worked in eTIME as provided in Section B below.
4. Employees shall access the time clock using either a finger scan, swipe card or their 4-digit Employee Identification Number ("EIN"), as instructed by payroll.

B. Clock In/Out Requirements

1. Non-exempt (hourly) employees are required to:
 - a. Clock in to eTIME using the Time clock or their computer, as assigned, on their scheduled work days no sooner than seven (7) minutes before their scheduled shift starts
 - b. Clock out of eTIME using the time clock/computer, as assigned on their scheduled work days no later than seven (7) minutes after their scheduled shift ends;
 - c. Take their approved lunch in full, as scheduled;
 - d. Use accrued time off in approved increments; and,
 - e. Clock in/out of eTIME using the time clock/computer, as assigned, when time off is taken during their scheduled workdays, as prescribed in Section F below.
2. Exempt employees are required to:
 - a. Use eTIME to approve their scheduled work weeks, with the exception of Elected Officials;
 - b. Use accrued time off in approved increments; and
 - c. Provide appropriate notice to their Dept Head/Official when they expect to be off-site for any length of time during the standard County work hours of 8:00 am to 4:45 pm.
3. Employees shall not clock in/out of eTIME for their approved breaks (unless specified by their Dept. Head/Official).
4. Employees shall not deviate from their assigned work schedules without advance written approval from their Supervisors.
5. Except as provided below, individual employees are permitted and required to clock in/out of eTIME using the time clock or computer, as assigned, only for themselves, and are not allowed to clock in/out of eTIME for other employees:
 - a. When employees are not able to clock in/out of eTIME using the time clock or computer, as required, due to a technical failure or problem with the time clock or computer, they must notify their Supervisors immediately. Supervisors shall manually adjust the employee's time in eTIME.
 - b. When employees are not able to clock in/out, as required, due to authorized work off site or travel on County business, they must notify their Supervisors in advance, or immediately upon return to work, if advance notification is not possible; their Supervisors may authorize the Payroll Contact to adjust the employees' time in eTIME, accordingly.
 - c. When employees forget to clock in/out of eTIME, as required, they must notify their Supervisors as soon as practicable to explain the circumstances and provide actual clock in/out information; their Supervisors may adjust the employees' time in eTIME, accordingly.
 - d. When employees are required to attend off site training that has been approved in advance by their Supervisors, they are not required to clock in/out of the time clock, but are required to clock in/out on the computer if their Supervisor has approved access to the computer log in. For employees with access to the time

clock, only, Supervisors may authorize the employees' time in eTIME, accordingly.

C. Tardiness

1. Employees are expected to report and be prepared to work at the start of their standard work schedule.
2. Non-exempt employees who fail to report and be prepared to work at the start of their standard work schedule are considered to be tardy.
3. ETIME is designed to allow Non-exempt employees a seven (7) minute grace period to clock in after the start of their standard work schedule after which eTIME will place the employee in an unpaid status for their tardiness.
4. Non-exempt employees whom eTIME places in an unpaid status, may use accrued time off only if approved by their Supervisor, in the increments described in Section F below to achieve their full scheduled work day in eTIME System.
5. In the absence of Supervisor approval or sufficient accrued time off in eTIME to compensate for the shortage of time in eTIME, eTIME will place the employee in an unpaid status for the time that remains unaccounted for, and the employee's time will be docked accordingly.
6. In accordance with the Personnel Rules & Regulations or union contracts, tardiness, despite the grace period, may result in disciplinary action, up to and including termination of employment.

D. Absence

1. Employees who fail to report and be prepared to work on a scheduled workday, in accordance with their standard work schedule, are considered to be absent.
2. Employees are expected to request time off in advance of a scheduled absence.
3. If advanced notification of an absence is not possible, employees must notify their Supervisors as soon as practicable to explain the circumstances of the absence and to request the use of accrued time off in the increments described in section F below.
4. Non-exempt employees whom eTIME recognizes as absent may use accrued time off, if approved by their Supervisor, in the increments described in Section F below to achieve their full scheduled workweek in eTIME.
5. In the absence of sufficient accrued time off in eTIME to compensate for the shortage of time required for a full scheduled workweek in eTIME, eTIME will place the employee in an unpaid status for the time that remains unaccounted for and the employee's time will be docked accordingly.
6. Unapproved absence(s) will result in appropriate disciplinary action, up to and including termination of employment, in accordance with the Personnel Rules, County Policy, and/or, applicable collective bargaining agreement.

E. Requesting Time Off

1. Non-exempt employees are expected to request time off in advance of a scheduled absence for any period of time within their standard work schedule.
2. Exempt employees are expected to request time off in advance of a scheduled absence.
3. If advanced notification is not possible, employees must notify their Supervisors as soon as practicable to explain the circumstances and to request the use of accrued time off in the increments described in section F below.
4. Employees must request time off through eTIME.
5. Approval/Denial of employee requests for time off will be sent through eTIME (by approved Supervisors/Managers).

F. Time Off Usage

1. Non-exempt employees are required to use accrued time off based on their collective bargaining agreement/union contracts and/or County policies.
 - a. Vacation time
 - b. Sick time
 - c. Funeral or bereavement leave
 - d. Floating holidays
 - e. Compensatory time
2. Exempt employees use accrued time off consistent with Sarpy County Policy.

G. Leaves of Absence

1. Employees may request a Leave of Absence through their Dept. Head and H.R.
2. Employees must submit necessary documentation supporting their requests, as described in their collective bargaining agreement, the Personnel Rules and Regulations, or County Policy.

H. Replacing Time Swipe Cards (if applicable – **NOT** USED at this time)

1. Any employee whose card is lost, stolen, or disabled must promptly report the matter to his/her Supervisor within two (2) business days.
2. Any employee whose card is lost or stolen must submit a replacement fee in order to obtain a new card.
3. Any employee whose card is disabled must return the disabled card in order to obtain a new card.
4. The Department Head (or Designee) will submit requests for new cards to Payroll.

I. Overtime and Compensatory Time

1. Non-exempt employees may be permitted to work overtime and/or earn compensatory time pursuant to the FLSA.
2. Pursuant to County Policy, Supervisors must approve employees' overtime to authorize payment of overtime or earned compensatory time accrued in eTIME.
3. Overtime and Compensatory time includes time accrued clocking in before the allotted seven (7) minute grace period and clocking out after the allotted seven (7) minute grace period only with prior authorization.
4. If overtime or compensatory time accrues in error because employees are not arriving to or leaving work promptly, Supervisors will adjust the time in eTIME, accordingly.
5. Non-exempt employees who work overtime and/or earn compensatory time without prior authorization may be subject to appropriate disciplinary action up to and including discharge.

J. Flextime and Alternative Work Schedules:

Non-exempt employees are expected to adhere to their Standard Work Schedule. Department Heads have discretion, however, to allow employees to work Flextime and/or Alternative Work Schedules provided that a Flextime and Alternative Work Request Form is submitted by each employee to his or her supervisor and such request is approved before the Flextime or Alternative Work Schedule goes into effect. As a general matter, all non-exempt employees are expected to report to work at their designated work site.

K. Supervisor Responsibilities

1. Supervisors must monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.
 - a. Supervisors shall process employee requests for time off through eTIME promptly.
 - b. Supervisors may authorize the Department's Payroll Contact to adjust eTIME to reflect the appropriate approvals for time off and/or unpaid status as applicable.
2. Supervisors shall review any and all employee requests to deviate from their work schedules, earn overtime and/or compensatory time, flextime and/or alternative work schedules and forward such requests to their Department Heads for consideration.
3. Provided that an employee notifies the Supervisor and provides actual clock in/out information, Supervisors shall adjust employee work time in eTIME when employees are not able to clock in/out of eTIME as required due to:
 - a. A technical failure or problem with eTIME;
 - b. Employee working off site or traveling on County business;
 - c. Employees forgetting to clock in/out of eTIME as required; or,
 - d. Off-site training that has been approved in advance by his/her Supervisors.
4. Supervisors shall notify Payroll immediately of any technical failures or problems with eTIME.
5. Supervisors shall discipline employees for violations of this policy.

DEPARTMENTAL DISCRETION:

Each Department may develop its own “additional” written procedures for time and attendance to address time issues unique to the Department, after consideration of the department’s operating needs, provided that such procedures are consistent with this policy, and that they are reviewed by H.R./Payroll to ensure no conflicts with existing bargaining agreements, PRR, and/or County Policy. Such procedures may include, but are not limited to:

- a. Procedures for requesting time off;
- b. Procedures for providing notification when absent due to illness;
- c. Procedures for authorizing flextime/alternative work schedules;
- d. Procedures for emergency staffing (i.e., during inclement weather);
- e. Procedures for signing in/out during scheduled breaks (i.e., lunch); and
- f. Any such approved Department policies or procedures that impose additional requirements on employees shall be communicated to the Department employees in writing.

PENALTIES:

1. Employees shall be aware that eTIME is Sarpy County property and any tampering, misuse or mistreatment of equipment by an employee may result in disciplinary action up to and including termination of employment.
2. Altering, falsifying or tampering with time records – including other employee’s records - may result in disciplinary action, up to and including termination of employment.
3. Failure of employees to record time correctly and on a timely basis may delay the processing of employee’s paychecks and may result in delay of pay and disciplinary action, up to and including termination of employment.
4. Violations or abuse of this policy will result in appropriate disciplinary action, up to and including termination of employment, in accordance with the Personnel Rules & Regulations, any applicable collective bargaining agreement, and any other Sarpy County Policy.

ACKNOWLEDGEMENT of POLICY AND PROCEDURE USE OF eTIME FOR NON-EXEMPT EMPLOYEES

Sarpy County employees who are non-exempt and therefore subject to overtime provisions of the Fair Labor Standards Act (FLSA) are required to clock in and out on the time clock at the assigned location or at such other locations as the Department Head may designate.

Employees who are subject to this Policy and Procedure will be informed of its provisions at the time of hire or at the time they otherwise become subject to it. The purpose of this Policy and Procedure is to set forth rules for employees who "punch" or clock in and out on the time clock.

Clocking In and Out for Regular Work Shifts: Employees subject to this Policy and Procedure are required to clock in no later than the beginning of their scheduled work shift and to clock out at the end of the scheduled work shift, unless required and authorized to work overtime or unless on approved leave.

Employees are allowed to clock in no earlier than seven minutes prior to the beginning of their shift and to clock out no later than seven minutes after their shift ends, unless approved to work additional time. All overtime worked must be properly recorded by clocking in before beginning overtime (unless the overtime is a continuation of the employee's usual shift) and clocking out when the scheduled overtime has been completed.

A non-exempt employee who clocks in more than seven minutes late or leaves more than seven minutes early without permission will have his or her pay docked by the amount of the late start/early end that exceeds seven minutes.

Clocking In and Out for Lunch and Break Periods: Employees may be required to punch in and out during scheduled lunch and break periods as directed by their Department Head. If the Department Head has reason to believe that employees are abusing lunch or breaks, they may require that employees punch in and out for lunch breaks lasting at least thirty minutes, and the employee will be relieved of all work for that period of time.

Clocking in for Other Employees: Clocking in for other employees is prohibited, as is any tampering with the time clock or any time cards. Under no circumstances shall an employee punch a time clock for another employee.

Violations of this Policy and Procedure: Employees who violate this Policy and Procedure by failing to clock in or out, or by working unapproved overtime, whether or not reflected by time clock entries, will be subject to discipline, up to and including termination.

Employees who violate this Policy and Procedure by clocking in or out for another employee or tampering with the time clock or time accruals are subject to immediate termination from employment.

I certify by my signature that I have received a copy of the eTIME Policy for the Use of tracking Non-Exempt Employees of Sarpy County time; that these policies and procedures have been explained to me; and further that I have had an opportunity to ask questions about this Policy and Procedure.

Employee Signature

Date