



II. COMPENSATION POLICIES

C. RECORDING WORK HOURS

Employee electronic timesheets are used to record data about hours worked and deductions from regular pay for all employees, including deductions that are offset with pay from any Time Off Benefit provided by the City.

All employees are to complete their own electronic time sheets. If an employee is does not have access to the electronic time keeping system, a supervisor designated by the department may complete the time record. In no case shall an employee record time for another employee. Time is recorded to the nearest tenth of an hour. At the end of each pay period, employees are to sign their electronic time sheets to certify that they are accurate and submit them to the immediate supervisor in the time required for approval. If you believe there is an error on your electronic time sheet, you should immediately report the information to your immediate supervisor, or to the Division Manager, Department Director, or Human Resources Manager. Falsification of the electronic time sheet is a breach of City policy and is grounds for disciplinary action, up to and including termination.

Regular daily and weekly work schedules may be changed at the Department Director's discretion to meet operational or service delivery needs. Changes to work schedules will be announced as far in advance as possible.

Department Directors may, at their discretion, implement, continue, discontinue, or modify flextime scheduling. Flextime allows employees to choose the specific time their workday begins and ends, within the limits set by the Department Director, and within the standard workweek or work period. Flextime schedules may be approved by the Department Director on a case-by-case basis or when it is appropriate for departmental operations.

Supervisors will advise employees of departmental policy regarding rest and meal periods. Generally, employees may be provided two 15-minute rest periods per workday which are counted as hours worked. Because work schedules for different job classifications vary due to operational needs, it is not possible to define meal periods that would apply to all departments. See department policy for details.

Employees who participate in employee sponsored activities such as Employee Relations Council, CHAMP and Healthcare Committee will record as hours worked for attendance



at scheduled meetings, planning and preparation for events, preparation reports to city officials and other work that is directed to them by the City Manager's Office. Attendance at social and recognition events to support or assist during the event itself is not considered hours worked but rather voluntary.