

RESOLUTION NO. 3-0306

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Finance, Bonds, Insurance and Tax Claims Committee developed the Time Sheet Recording Policy which was approved at the Committee's March 2, 2006 meeting.

WHEREAS, the Salary and Personnel Committee reviewed and approved the Time Sheet Recording Policy at the Committee's February 28, 2006 meeting.

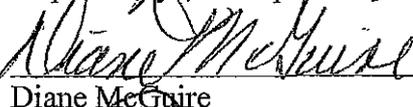
NOW THEREFOR BE IT RESOLVED, that the Committee on Finance, Bonds, Insurance and Tax Claims and the County Board of Supervisors recommends that the following Time Sheet Recording Policy be included as an appendices to the Iowa County Personnel Policies. In addition, that the policy be included in and adhered to in any and all departmental policies and or employee handbook(s) within Iowa County;

BE IT FURTHER RESOLVED, that such policy applies to all Iowa County employees from this date forward;

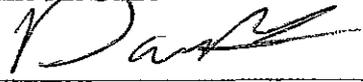
Respectfully submitted by the Committee on Finance, Bonds, Insurance and Tax Claims:



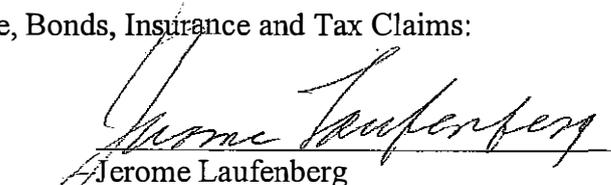
Stephen Foye, Chairperson



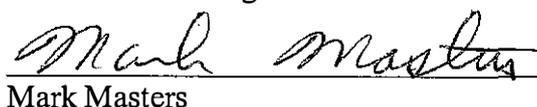
Diane McGuire



Dana Perry



Jerome Laufenberg



Mark Masters

IOWA COUNTY
TIME SHEET RECORDING POLICY

Effective Date: March 21, 2006

Last Revised Date: March 21, 2006

Committee: Finance, Bonds, Insurance and Tax Claims

Approval: County Board

POLICY PURPOSE:

This policy governs the legal obligation, requirements, and the responsibility by the employees, supervisors/department heads in the accurate reporting of time, and the completion and review of all time sheets.

POLICY:

Time Sheets as Legal Source Documents:

It is the policy of Iowa County that time sheets are the legal source document for all payroll transactions. Time sheets serve as the legal authority to pay an employee. Time sheets also serve as verification of time off, and provide the legal basis to grant an employee benefits, including workers' compensation as appropriate. It also gives verification for the annual audit of workers' compensation by the county's insurance carrier.

Employees are required to report actual work and/or leave hours on his/her time sheets, including accurately recording the beginning and ending time of his/her work day. Time worked must be reported accurately on the date that such work was performed. An employee must also include on the time sheet the beginning and ending time for meal periods.

Similarly, time off should be reported on the date or dates that such time was taken off from work. It is the responsibility of the employee to sign his/her respective time sheet with an original signature. In the event that the employee cannot sign the time sheet due to absence, illness or similar conditions, the employee's supervisor may sign for the employee but shall indicate on the timesheet that he/she signed for the employee.

This policy applies to all county employees, except for Bloomfield Manor employees who utilize a time clock.

Review, Verification, and Certification of Time Sheets:

Time sheets for members of all bargaining units, middle management and confidential employees shall be reviewed by their respective department head. Department heads shall sign each time sheet with an original signature. The department head may delegate such duties to another manager in his/her absence.

For each signed time sheet, the department head's signature implies certification that the timesheet was reviewed, and to the best of his/her knowledge, represents the time sheet as a true and accurate record of time worked or time off.

Time sheets are to be completed either by ink pen or be computer generated.

Department Head/Director, other Salaried / Management and Non Represented Hourly Employee's Time Sheets:

Employees Procedures and Responsibilities

- Employees must enter their actual work and leave hours including the accurate time that work is started and ended.
- Notwithstanding the exempt status of management level, they shall also accurately complete time sheets accounting for time worked and time off from work and also including the actual beginning and ending time of his/her work day on the time sheet.
- It is recognized that salaried employees do on a regular basis work more than 40 hours per week and that the use of flex time is appropriate for salaried and non-represented employees to use in some cases.

Salaried/management and non-represented employees may utilize flex-time provided that their workload is adequately managed and the service level of their department is not impacted. Flex time is defined as the ability of a salaried or non represented employee to work less than an eight hour day, if that individual has worked more than eight hours on another day, with the understanding that an employee may be able to offset some, but perhaps not all hours worked in addition to 40 hours per week. With or without use of flex time, **the time sheets should reflect actual hours worked.** Flex time must be used in the pay period it is worked and can not to be carried to another pay period. For non represented hourly employees, flex time must be approved by his/her supervisor/department head.

Supervisor Procedures and Responsibilities

- Supervisors must monitor employees' entries for accuracy.
- Supervisors must approve work/leave time and time distribution by 9:00 a.m. on the Monday following the end of the pay period. In the event a supervisor intends not to approve certain hours on an employee's time sheet due to pending disciplinary action or another unresolved issue, then the supervisor must notify the finance department.
- In the event an employee is unexpectedly absent and unable to complete entries, supervisors are responsible for making appropriate entries of work/leave time on the employee's behalf.
- Supervisors must notify the employee via email when they make any changes to an individual's work, leave or time distribution entries. The email must include the date of the change, what was changed and the reason for the change. A courtesy copy of the email must be sent to the finance department. This includes the entry of any retroactive adjustments on behalf of an employee.
- Supervisors should make approvals and adjustments themselves or, in case of absence or unavailability, arrange in advance for these tasks to be performed by their designated back up.

Submission of Time Sheets:

Department managers are requested to deliver the time sheets to the finance office by 9:00 a.m. on the Monday at the beginning of each pay week. If a supervisor anticipates that time sheets will be late, please contact the finance office as soon as this is known. If an employee knows he/she will be absent on the Monday of the payroll week then he/she should submit the time sheet to his/her department head/supervisor at the end of the week prior to the payroll week or prior to when his/her leave began. Department heads/supervisors should also make arrangements for submitting timesheets if he/she will be absent or unavailable on the Monday of the payroll week.

Custody of Time Sheets:

All time sheets shall be kept by the finance department except for the highway department and Bloomfield Manor.

Fraudulent Time Sheets and Violations of Policy:

It is the policy of the Iowa County that submission of fraudulent time sheets constitutes misuse of public funds. Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed or by failing to accurately report time off and/or use of accrued time (vacation, sick leave, personal holiday, comp time or any other time off) is a violation of this policy. Perpetrators of such fraudulent time sheets shall be subject to disciplinary action up to and including termination as determined by the personnel policies and/or union contract.