

Time Keeping Policy

Effective Date: Adopted 1/75 Rev.05/05, 2/07, 5/09, 3/10; 10/15

§-I. PURPOSE To provide guidelines for recording time and attendance for county employees.

§-II. SCOPE All Employees.

§-III. POLICY All Cobb County employees, except elected officials and certain direct appointees must keep a record of time worked in accordance with this policy. It is each employee's responsibility to submit a complete and accurate time record.

§-IV. GENERAL PAY POLICIES FOR NON-EXEMPT (OVERTIME ELIGIBLE) EMPLOYEES

Non-exempt employees refer 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 the time and attendance system at the beginning and end of each shift worked. All hours worked are to be accurately recorded utilizing the time and attendance system which includes using an employee badge to record time, entering time on a personal computer (PC), using telephone time entry, or submitting a time adjustment form. Employees may not work "off the clock," "on their own time," or "for free."

B. An employee will be considered tardy when he/she reports one minute or more after an assigned shift. The time and attendance system will provide a seven minute window on each side of the shift's start and end times. 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. The quarter hour rounding provisions of the automated time keeping system should not be mistaken as condoning or conflicting with an individual department's tardiness policy.

C. If for personal reasons an employee leaves the place of 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 meals will be determined by the Department Head.

E. Non-exempt employees are eligible for overtime pay as follows:

1. PERSONNEL ENGAGED IN OTHER THAN FIRE PROTECTION OR LAW ENFORCEMENT: Employees are paid overtime at 1.5 times their regular rate of pay for all hours worked over forty hours in one workweek.

2. 56-HOUR FIRE-PROTECTION PERSONNEL: Employees are scheduled for an average of a 56-hour workweek. However, they are paid based upon a 21-day work period and will receive straight-time for up to 159 hours worked in that work period. All hours worked over 159 in that work cycle will be paid at 1.5 times the regular rate of pay.

3. LAW-ENFORCEMENT PERSONNEL: Employees are paid based upon a 14-day work period and will receive straight-time pay for up to 86 hours worked in that work period. All hours worked over 86 in that work period will be paid at 1.5 times the regular rate of pay.

§-V. GENERAL PAY POLICIES FOR OVERTIME-EXEMPT EMPLOYEES OTHER THAN KEY MANAGERIAL STAFF

Exempt employees refer to salaried employees who meet the test for exemption of the provisions of the Fair Labor Standards Act and who are not eligible for overtime pay. Exempt employees are eligible to accrue compensatory time.

A. Exempt employees are paid on a salary basis. Subject to the exceptions below, this means that, for any week in which they perform any work, they are guaranteed a predetermined amount of pay, which amount is not subject to reduction because of variations in the quality or quantity of work performed and may use leave for partial days as allowed by FLSA.

Pro rata deductions from salary might be made for whole-day absences due to personal reasons where "comp" time or other leave has been exhausted or if for a disciplinary measure, the employee is suspended. In addition, for the initial and terminal weeks of employment, an employee will only be paid the proportionate part of his or her salary for the days actually worked.

B. Exempt employees must record in and out times in the time and attendance system at the beginning and end of each shift worked.

C. An employee will be considered tardy when he/she reports one minute or more after an assigned shift. The time and attendance system will provide a seven minute window on each side of the shift's start and end times. 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. The quarter hour rounding provisions of the automated time keeping system should not be mistaken as condoning or conflicting with an individual department's tardiness policy.

D. Whether employees are to record a time punch for meals will be determined by the Department Head.

§-VI. GENERAL PAY POLICIES FOR KEY MANAGERIAL STAFF

Key managerial staff refers to salaried employees who meet the test for exemption under the Fair Labor Standards Act and who are not eligible to accrue compensatory time. Key managerial employees include Department Heads, Division Heads, Agency Directors, Command-Staff Appointments, employees who hold positions classified as grade 57 or above (effective March 25, 2007), and such other managerial or administrative positions as may be so designated by the County Manager or appropriate elected official.

A. Key managerial employees are paid on a salary basis. Subject to the exceptions below, this means that, for any week in which they perform any work, they are guaranteed a predetermined amount of pay, which amount is not subject to reduction because of variations in the quality or quantity of work performed.

Pro rata deductions from salary might be made for whole-day absences due to personal reasons where "comp" time or other leave has been exhausted or if for a disciplinary measure, the employee is suspended. In addition, for the initial and terminal weeks of employment, an employee will only be paid the proportionate part of his or her salary for the days actually worked.

B. Key managerial employees must record a time punch once per day in the time and attendance system to reflect work attendance. Although key managerial employees are not subject to all of the timekeeping requirements applying to other employees, because their time record serves as a request to be paid for services rendered and a leave record, it is the employee's responsibility to record work periods.

§-VII. TIME RECORDING POLICIES

A. It is a violation of this policy for an employee either to over-report or to under-report time worked. By the same token, department heads, managers, and supervisors are accountable for ensuring the accuracy of time records.

B. The day-divide for all Cobb County employees shall start on Sunday at 12:00 midnight and end on Saturday at 11:59 pm with the exception of Fire personnel whose work week averages 56 hours. The day-divide for those Fire employees shall start on Sunday at 7:00 am and end on Sunday at 6:59 am. For employees who work across the day-divide, their shift hours will be split between the two days so that part of the shift appears on one day (or pay period) and the rest appears on the next day (or pay period). The shift assigned to an employee may vary at the discretion of a supervisor or department head.

C. Time will be viewed in 24-hour (military) format instead of a 12-hour format. Total hours will be displayed in hours and minutes (8:45, not 8.75 hours in the time and attendance system. Leave pay (such as sick or annual leave) will be paid in 15 minute increments.

D. The payroll system will calculate regular-pay hours, overtime pay hours, and accrued compensatory hours using procedures as described in the appropriate policies.

E. Sworn Public Safety and Deputy Sheriff officers are paid for Cobb County court appearances and court standby as a part of their official duties. As this time is funded by the District Attorney's and Solicitor's Offices depending on the court involved, the court and standby times will be identified by specialty codes to facilitate the correct payment for the employee's regular and overtime hours.

F. Eligible Fire Department personnel and E911 personnel may utilize the Swap Policy of their respective departments. The "swap time" hours for both employees will be captured in the time and attendance system.

§-VIII. CHAIN OF COMMAND APPROVAL/SIGNOFF

As a control measure, the responsibility to ensure that each time record is valid, accurate, and complete is the responsibility of every employee up through his/her chain of command to the department head/elected official. The chain of command review should be used as an opportunity to ensure that timekeeping is accurately and properly done.

A. Each employee must receive and be trained on procedures for recording work and leave time prior to being issued a time and attendance badge. It is the responsibility of each employee to protect the issued badge from misuse or abuse.

B. It is the responsibility of each employee to ensure the accuracy of the entries recorded in the time and attendance system. Should an error or omission occur in recording work attendance or leave, it is the responsibility of the employee to submit an explanation in writing to his/her supervisor for correction. Failure to report omissions or errors may be deemed to be falsification of an official document, which is a request for payment.

C. As a part of his/her responsibilities, each department head and supervisor is to ensure that nonexempt employees accurately and completely record all hours worked.

D. The required signoff of the department head/elected official or the person responsible for the department in his/her absence attests to the validity, accuracy, and correctness of the entire document.