



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: Time Entry and Alternative Work Schedule Policy	Policy Number: E-1	Page Number: 1 of 3
	Date Adopted: 12/18/2018	Effective Date: 12/22/2018

I. PURPOSE

The purpose of this policy is to:

- A. Promote accurate time reporting for exempt and nonexempt employees paid bi-weekly in compliance with the provisions of the FLSA and other applicable federal and local laws.
- B. Establish approved alternative work schedules

II. POLICY

- A. Employees are expected to enter their time worked daily into the Kronos system. In the event that an employee is unable to enter their own time, the employee's direct supervisor is responsible for entering and submitting their time worked. Time records must show all hours worked with project codes or departmental codes and labor distribution codes (e.g., hours worked, vacation time, sick time) that were incurred for the week. Time records should not be completed in advance.

Elected department heads are exempted from these time keeping requirements.

- B. A Department Head may approve alternative work schedules for their staff as long as the work hours do not negatively impact County operations. Under the FLSA guidelines, work periods must be fixed and regularly recurring scheduled hours. The FLSA limits the definition of a work period to seven (7) consecutive twenty- four (24) hour periods. Overtime is incurred when an employee exceeds 40 hours worked in a work period. The Department Head is responsible for ensuring staff are in compliance with FLSA.

III. TIME ENTRY PROCEDURE

Each employee is to:

- Obtain correct project/departmental codes, overtime or premium codes.
- Maintain an accurate daily record on his or her time record of hours worked and the correct charge codes. All absences from work schedules should be appropriately recorded and coded.
- Make entries into the Kronos system daily.
- With the exception of an emergency situation, obtain advanced approval for any overtime or premium pay adjustments to be made in the workweek.
- Submit the completed time record in the format required (electronic) to the manager in the time period required for approval.



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Each manager/supervisor is responsible for:

- Ensuring that employees reporting to him or her have the correct project/departmental codes, overtime or premium codes and overhead codes for their assignments.
- Ensuring that all employees maintain accurate time records. Any changes or corrections to an employee's time card will be documented and communicated to the employee.
- Providing approval for overtime or premium pay.
- Approving time records and submitting them to payroll. (Upon approval and delegation by the appointing authority.)

Department Head is responsible for:

- Providing final approval for their respective department's payroll either through direct review or approved delegated authority

Payroll is responsible for:

- Ensuring that all employees are paid earned wages/salaries on appropriate dates in accordance with County policies, federal and state regulations.

IV. ALTERNATIVE WORK SCHEDULES

Each employee working an alternative work schedule must have a work period defined to provide 40 regularly-scheduled hours in any one work period. All employees are not required to have the same work period. The record of a defined work period is mandatory for computing overtime.

9/80 work schedule

The following items must be carefully considered prior to approval of the 9/80 alternative work schedule:

- Workload and coverage for the division must be assured;
- The 9/80 work schedule must be defined to show the time of day and day of the week that the work schedule begins and ends.
- The scheduled 8-hour and scheduled day off must be designated on either Mondays or Fridays and cannot be modified once established. This work period is defined as either starting Monday at noon or Friday at noon.
- If a holiday falls on an employee's scheduled day off, the employee will be given the option of another day off during the pay period, usually either the day before or the day after the holiday.
- If a holiday falls on an employee's regularly-scheduled nine-hour work day, the holiday is no more than an eight-hour day. One hour must be made up during the holiday week. The employee may use an hour of vacation or compensatory time off.



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4/10 work schedules

The following items must be considered prior to approval of the alternative work schedule:

- Workload and coverage for the division must be assured;
- The 4-10 work week will be defined as beginning Saturday at 12:00:01 AM.
- If a holiday falls on an employee's regularly-scheduled ten-hour work day, the holiday is no more than an eight-hour day. Two hours must be made up during the holiday week. The employee may use two hours of vacation or compensatory time off.

The Department Head may revoke an alternative schedule. The employee must be given written notice of the proposed change. Implementation of the work schedule change shall not occur sooner than two full pay periods from the date of the notice to the employee, unless agreed to by the affected employee. Requests by an employee for changes in the approved work schedule, that are approved by management, may not be implemented sooner than at the beginning of the next full pay period. In the event a Labor MOU identifies other notification requirements relative to schedule changes, the MOU supersedes the requirements of this policy. If an FLSA exempt employee is approved to work an alternative work schedule, the Department Head has the authority to call in the employee on their day off as County business requires.

RESPONSIBLE DEPARTMENT

Chief Administrative Office
Auditor-Controller

REFERENCES

California Fair Labor Standards Act (FLSA)

V. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	12/22/2018	Sunset Review Date:	12/22/2022
Revision Date:	N/A	Sunset Review Date:	N/A