

# Warren County Board of Supervisors

## RESOLUTION NO. 637 OF 2011

**Resolution introduced by Supervisors Conover, Kenny, VanNess, Belden, Goodspeed, Sokol, Merlino, Taylor and Strainer**

### **AMENDING RESOLUTION NO. 714 OF 2010; APPROVING AND ADOPTING COUNTY TIME CLOCK POLICY AND PROCEDURE FOR THE TIME AND ATTENDANCE SYSTEM**

WHEREAS, by Resolution No. 714 of 2010, as previously amended by Resolution Nos. 853 of 2010 and 325 of 2011, the Warren County Board of Supervisors approved and adopted the County Time Clock Policy and Procedure for the time and attendance system, and

WHEREAS, the Personnel Committee has recommended an addition to Section 1. - Hourly employees - set forth in Exhibit "A" annexed hereto, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves and adopts the amended Time Clock Policy and Procedure for the Time and Attendance System, annexed to this Resolution as Exhibit "A", to be effective immediately and as determined by the County Administrator.

## Exhibit "A"

### Time Clock Policy and Procedure for the Time and Attendance System

#### Policy

It is the policy of Warren County that each employee will be at his or her work station and ready to commence the day's duties at the employee's starting time. The following procedure will govern the usage of time management tracking in order to provide a uniform procedure for timekeeping. These procedures must be followed consistently to ensure conformance to federal and state wage and hour laws and to ensure that employees are paid correctly.

Employees are separated into two (2) separate categories as follows:

1. Hourly employees, also called non-exempt employees, must record their actual time worked for payroll and benefit purposes. Non-exempt employees are those covered by collective bargaining agreements as well as non-unit employees not considered exempt. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work related reason.

Non-exempt employees may not start work until their scheduled starting time. Non-exempt employees will not be allowed to clock in more than six (6) minutes before their shift starts and may not clock out more than six (6) minutes after their shift ends unless overtime is approved.

Break rules are set by the department and the applicable collective bargaining agreement. Employees are not required to record break times.

***Non-exempt employees who work in the field or are out of the office on work related activities will not be required to clock in and out for lunch.***

2. Exempt employees are classified in positions as administrative, executive, or professional in nature. Exempt employees include but are not limited to department heads, deputy dept. heads, attorneys, accountants and other high level employees whose work involves professional services at the county. Exempt employees are not entitled to overtime. For a list of exempt titles see attached schedule A.

Exempt employees are required to clock in when arriving at their office. This one time entry indicates the employee will be working that day. If exempt employees will be working out of the office for any period

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of time they must contact the department payroll clerk to record the appropriate entry signifying a day's work. These employees are required to log any hours when they are not working with applicable leave credits as prescribed by management. Exempt employees must certify hours weekly indicating they have met the standard applicable hours.

Employees are responsible for their time reporting. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors.

All employees are expected to report to work on time, as scheduled, with no grace periods allowed. This includes arrival at work and returns from lunch and break periods. Exceptions must be approved by the appropriate department head.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to possible discipline, up to and including discharge. This includes clocking in or out for a co-worker regardless of the time management system in use.

Elected officials are not required to utilize the county's time management system.

**Schedule "A"**

**Administrative Fiscal Services**

County Administrator  
Assist to County Administrator

**Board of Elections**

Commissioner Elections #2  
Deputy Commissioner Elections #2  
Commissioner Elections #1  
Deputy Commissioner Elections #1

**Building & Fire Code**

Administrator Fire & Bldg Code

**Civil Service**

Personnel Officer

**Clerk of the Legislative Board**

2nd Deputy Clerk of the Board  
Deputy Clerk of the Board  
Clerk of the Board

**County Attorney**

1st Assistant County Attorney  
County Attorney  
Assistant County Attorney

**County Auditor**

County Auditor

**County Clerk**

1st Deputy County Clerk

**Countryside Adult Home**

Director Countryside Adult Home

**District Attorney/District Attorney**

3rd Assistant DA  
1st Assistant DA  
4th Assistant DA  
2nd Assistant DA  
6th Assistant DA  
5th Assistant DA

**DPW**

Airport Manager  
Superintendent Bldgs & Grounds  
Superintendent of Public Works  
Fiscal Manager  
Deputy Supt/Admin DPW  
Dept Superintendent/Operations  
Assistant Engineer #2  
Junior Transportation Analyst  
Engineer #1  
Assistant Engineer #4  
Dpty Superintendent Public Works  
Recreation Facilities Manager  
Director of Parks & Rec/Up Yonda  
Fish Management Specialist  
Environmental Education Admin  
Naturalist  
Assistant Engineer #1  
Senior Civil Engineer

**Employment & Training/WIA-Admin (Staff)**

E & T Director II

**Historian**

County Historian

**Human Resources**

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Human Resources Director  
Information Technology  
    Director Information Technology  
    Web/Intranet Developer  
    Analyst/Programmer #1  
    Analyst/Programmer #2  
Legal Defense - Indigents  
    Assigned Counsel Administrator  
Mental Health  
    Mental Health Program Analyst  
    Deputy Director Mental Health / Fiscal  
    Deputy Director Clinical  
    Director Mental Health  
Office for the Aging  
    Fiscal Manager  
    Nutrition S Coordinator  
    Director Aging  
Office of Emergency Services  
    Emergency Services Coordinator  
Planning/Planning  
    Planning GIS Coordinator  
    Construction Cost Coordinator  
    Assistant Planning Director  
    SBS & Fiscal Account Specialist  
    County Planner  
Probation/Probation  
    Probation Supervisor #2  
    Director of Probation  
    Probation Supervisor #1  
Public Defender  
    1st Assistant Public Defender  
    3rd Assistant Public Defender  
    5th Assistant Public Defender  
    4th Assistant Public Defender  
    2nd Assistant Public Defender  
    Public Defender  
Public Health  
    Director Pub Health/Patient Svc  
    Assistant Director Public Health  
    Supervising PHN #3  
    Public Health Fiscal Manager  
    Supervising PHN #6  
    Assistant Director Patient Serv  
    Supervising PHN #4  
    Long Term Coordinator  
    Clinical & Fiscal Info Coordinat  
    WIC Coordinator  
Purchasing  
    Purchasing Agent  
    Deputy Purchasing Agent  
Real Property Tax  
    Director Real Property  
    Deputy Director Real Property  
Self Insurance  
    Insurance Administrator

Sheriff/Jail

Corrections Captain  
Corrections Lieutenant #2  
Corrections Lieutenant #1  
Sheriff/Sheriff Law Enforcement  
Investigative Lieutenant  
Systems Maintenance Coordinator  
Patrol Lieutenant #1  
Major  
Patrol Lieutenant #2  
Undersheriff  
Social Services/Social Services Admin  
DSS Fiscal Manager  
Social Services Attorney  
Commissioner Social Services  
Deputy Commissioner Soc Services  
Assistant Soc Services Attorney  
Tourism  
Assistant Tourism Coordinator  
Creative Director  
Director of Tourism  
Treasurer  
Accountant  
Junior Accountant  
Deputy Treasurer  
Veterans Service  
Director Veterans  
Weights & Measures  
Director Weights & Measures  
Westmount/Administration  
Nursing Home Administrator  
Director of Nursing  
Dietary Supervisor  
Comptroller  
MDS Coordinator  
Staffing/In-Service Coordinator  
Youth  
County Youth Director