

Warren County Board of Supervisors

RESOLUTION NO. 218 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS WILD, DRISCOLL, ETU, MADAY, BEAN, PATCHETT AND MERLINO

ADOPTING THE WARREN COUNTY EMPLOYEE TIMEKEEPING APPROVAL MANAGEMENT POLICY

WHEREAS, the County Attorney requested and the Personnel, Administration & Higher Education Committee agreed to adopt the Warren County Employee Timekeeping Approval Management Policy, and recommended that the same be advanced to the Board of Supervisors for consideration and approval, now, therefore, be it

RESOLVED, that the Warren County Employee Timekeeping Approval Management Policy, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County.

SCHEDULE “A”

WARREN COUNTY EMPLOYEE TIMEKEEPING APPROVAL MANAGEMENT POLICY

A. PURPOSE:

The purpose of this policy is to establish protocols to ensure compliance with the accurate capture of federal and state labor law requirements for timekeeping in accordance with generally accepted accounting principles in the course of County business.

B. DEFINITIONS:

Authority to Approve: County employees designated in writing to authorize and approve timekeeping transactions ensuring accuracy and compliance with established collective bargaining agreements, federal and state labor law.

County Ethics Legislation: Local Law No. 2 of 2022 entitled “A Local Law Amending and Updating Local Law No. 6 of 2021,” ‘A Local Law Amending and Updating Local Law No. 5 of 2021,’ A Local Law Amending and Updating Local Law No. 6 of 2014,’ Warren County Ethics and Disclosure Law.”

County Timekeeping: The tracking and recording of employee work hours in accordance with federal and state labor regulations.

Department Head: County officers or employees given the supervisory title of Department Head.

Department Head Designee: A County employee given the supervisory authority or designated by the Department Head to act on their behalf.

Employee: A person employed by the County of Warren on a full-time, part-time, less than part-time, per diem, or seasonal/temporary basis, and includes volunteers and interns, whether paid or unpaid.

Employee Representative: A person authorized to represent a County employee which belongs to a labor union recognized by the County of Warren and engage in negotiations on behalf of its members.

Employer: The County of Warren (“County”).

Timekeeping System Entry: The use of an employee time-tracking system to record employee work hours, which feeds into the timekeeping process for accurate and efficient wage calculations.

Remote Work: A flexible work arrangement where an employee is given written permission to perform their duties outside of the traditional County physical workplace.

Supervisor: A person within employer’s organization who has the authority to direct and control the work performance of an employee, or who has authority to take corrective action regarding the violation of law, rule or regulation to which an employee submits written notice.

Workplace: Any location away from an employee’s permanent or temporary domicile, where an employee

performs any work-related duty in the course of their employment.

C. PROCEDURES:

1. County timekeeping shall be governed by the fiscal requirements of federal and state labor regulations.
2. Employee timekeeping shall be in accordance with the County's collective bargaining agreements and with County policies for employees.
3. Department Heads and/or Department Head Designees shall be fiscally responsible for the timekeeping assigned to them by the County budget process.
4. A Department Head may edit and approve their own timesheet.
5. An employee who is not a Department Head may not edit or approve their own timesheet for submission for payment.
6. A Department Head's request to assign a Department Head Designee under their supervision with authority to approve the department's timekeeping must be done in writing in advance to the Human Resource Department, the County Treasurer's Department, and the County Administrator's Office PRIOR to the responsibility being tendered.
7. The Department Head and Department Head Designee may not edit or approve timekeeping for any employee that may give rise to violations of the County's Code of Ethics.
8. County employees will not be compensated for their commute travel time to and from their workplace and no such travel time shall be submitted on timesheets for payment.
9. In the absence of a Department's Department Head and Department Head's Designee, the County Administrator's Office shall be authorized to edit and approve timekeeping.

D. POLICY VIOLATIONS:

Department Heads shall be responsible for their adherence to this policy, along with any employees given the authority to approve timekeeping on their behalf. Violations of the procedures established by this policy may result in disciplinary action.

E. EFFECTIVE DATE:

This policy to be effective upon approval by the Warren County Board of Supervisors and all prior policies are hereby rescinded and replaced.