

Warren County Board of Supervisors

RESOLUTION NO. 294 OF 2025

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

ADOPTING THE WARREN COUNTY EMPLOYEE TIME, ATTENDANCE, AND APPROVAL POLICY

WHEREAS, the County Attorney requested, and the Personnel, Administration & Higher Education Committee agreed, to adopt the Warren County Employee Time, Attendance, and Approval 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 Time, Attendance, and Approval 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 TIME, ATTENDANCE, AND APPROVAL POLICY

A. PURPOSE:

The purpose of this policy is to establish uniform protocols to ensure accurate employee time and attendance timekeeping in accordance with federal and state labor law regulations. All collective bargaining agreements and out-of-unit employee benefits policy as approved by the County Board of Supervisors are incorporated and included within this Employee Time, Attendance and Approval Policy.

B. DEFINITIONS:

The definitions pertaining to this policy conform to County adopted collective bargaining agreements and/or other employee out-of-unit benefit policies unless otherwise stated.

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.

Collective Bargaining Agreement: A legally binding agreement between the employee, County and a union representing the employee in question.

County Code of Ethics Legislation: The Warren County Ethics and Disclosure Law, as approved and enacted by the County Board of Supervisors.

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 with statutory authority or designated by the Department Head to act on their behalf.

Emergency: A serious, unexpected, and often dangerous situation requiring immediate action.

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.

Exempt Employee: Employees designated as appointed, elected, executives, administrative and professional employees who earn a fixed salary regardless of the number of hours they work who are exempt from minimum wage and overtime pay requirements under the Fair Labor Standards Act. This includes those employees designated by the Director of Human Resources with the additional approval of the County Attorney and Chairperson of the Personnel, Administration and Higher Education Committee.

Non-Exempt Employee: Employees covered under the Fair Labor Standards Act that are paid an

hourly wage who are entitled to minimum wage and overtime pay for hours worked over forty (40) hours in a one week pay period.

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

Flex Time: A set of work hours a County employee is approved for with starting and finishing times agreed to by the Department Head.

Fair Labor Standard Act (FLSA): A federal law enacted in 1938 that establishes minimum wage, overtime pay, recordkeeping, and child labor standards for employees in both the public and private sectors.

Overtime: Time worked beyond one’s scheduled working hours.

Regular Time: The scheduled number of hours a County employee is required to work within a workday as approved by their Department Head.

Timekeeping System Entry: The use of an employee timekeeping system to record employee work hours, for accurate and efficient wage calculations whether biometric or by electronic entry.

Supervisor: A person within the County 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 a law, rule, or regulation to whom an employee submits written notice.

Workday: The period of time in a day during which an employee performs work for the County as approved by their Department Head.

Workplace: Any location where an employee performs any work-related duty in the course of their employment.

C. EMPLOYEE TIME AND ATTENDANCE PROCEDURES:

The policy protocols shall conform to County adopted collective bargaining agreements and/or other employee out-of-unit benefit policy unless otherwise stated. Employee timekeeping shall be in accordance with the established department work schedules and workplaces that best meet their departmental operational needs.

1. County timekeeping shall be governed by the fiscal requirements of federal and state labor regulations.
2. Department Heads and their designee(s) shall have the authority to determine the work hours of the employees assigned to them in accordance with their operational needs in service to County operations.
3. Employees shall be required to punch into the County Timekeeping System at the beginning and end of each approved work period, workday and/or workplace.
 - a. Non-exempt (Hourly) Employees are required to:
 - i. Record their actual work hours within the department designated County Timekeeping System to include the time their work begins, time taken for

- lunch, and time their workday ends in accordance with the terms and conditions of their department timekeeping protocols and their collective bargaining agreements and/or County policy; and
- ii. Certify their hours worked on a bi-weekly basis as required by the County Timekeeping System.
- b. Exempt Employees are required to:
 - i. Make a daily entry into the County timekeeping system for each workday;
 - ii. Record hours when not working with leave credits outlined within the County Out-of-Unit Employee Benefits Policy; and
 - iii. Certify their hours worked on a bi-weekly basis as required per the County Timekeeping System.
- 4. Department Heads and/or the Department Head's Designee shall have the authority to grant an employee within their department flex time within any payroll week only if the employee in question satisfies their regular weekly payroll requirement.
- 5. The Warren County Sheriff and/or his designee(s) shall have the authority to grant an employee within their department flex time within any payroll week if the employee in question will satisfy their regular weekly payroll requirement.
- 6. Employees shall record their own time and attendance. Any errors with an employee's time and attendance shall be reported to their Department Head and/or the Department Head's Designee without delay for correction.
- 7. An employee who is not a Department Head shall not edit, modify or approve their own timesheet for submission for payment.
- 8. A Department Head may edit and approve their own timesheet. County employees shall not be compensated for their commute from their place of residence to and from their County workplace and no such travel time shall be submitted on timesheets for payment. Exceptions to this policy rule may be made by an employee's Department Head or designee for offsite training, conferences and other pre-approved work locations.
- 9. Employees are required to report to work as scheduled. Any exceptions to the regular workday must be approved by the employee's Department Head or their designee.
- 10. Employees are prohibited from altering, falsifying or tampering with time and attendance records for themselves and/or other employees. This includes making a time keeping system entry for a fellow co-worker regardless of the system in place.
- 11. Elected officials shall not required to utilize the County's Timekeeping System.

D. COUNTY PAYROLL APPROVAL PROCEDURES:

- 1. Department Heads and/or Department Head Designees shall be fiscally responsible for the timekeeping assigned to them by the County budget process.
- 2. 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 to the Human Resource Department, the County Treasurer's Department, and the County Administrator's Office PRIOR to the responsibility being tendered using the form provided by the Treasurer's Office.
- 3. 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.

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4. In the absence of a Department's Department Head and their designee, the County Administrator's Office shall be authorized to edit and approve timekeeping.

E. POLICY VIOLATIONS:

The Human Resources Department shall be contacted if anomalies exist in an employee's timekeeping if the time taken has not been established in writing by collective bargaining agreement, resolution or prior written approval. An employee who violates this time and attendance policy and its terms and conditions shall be subject to discipline, potential discharge and a potential referral to law enforcement. Department Heads shall be responsible for their adherence to this policy, along with any employees given the authority to approve timekeeping on their behalf.

F. EFFECTIVE DATE:

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