

LCCS POLICY 440

Salaried Timekeeping System

Original Issue Date:	11/8/06
Revision Dates:	5/18/2015, 3/3/2021
Revision Number:	2
Current Effective Date:	3/3/2021
Board Approval Date:	8/9/06
Obsolete/Combined Date:	New Policy replacing Policy # 442
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All Non-Bargaining Exempt (Salaried) Employees
Responsibility:	Immediate Supervisors of Non-Bargaining Exempt (Salaried) Employees
Purpose:	To establish guidelines for salaried work schedule and timekeeping systems.
Legal Cite:	The Fair labor Standards Act of 1938 as amended (FLSA) 29 C.F.R.§ 516.3.

POLICY STATEMENT

Salaried employees are expected to work the hours necessary to complete their job requirements and to ensure that departmental coverage and continuity are maintained.

PROCEDURE - including required timeframes and documentation

Work schedules for full time salaried employees are based on 1820 annual hours. Work schedules for part time salaried employees are appropriately pro-rated.

Salaried employees will keep their work schedules up to date via the Calendar system, including appointments, meetings, vacation, and flexing in/out during the standard work week. Any variance from a standard work week (typically Monday-Friday, 8:30 a.m. - 4:30 p.m.) must have prior supervisory approval. The needs of the agency are the primary consideration when a standard work week variance is granted.

Salaried employees will not complete timesheets with "in/out" times. At the end of each pay period, salaried employees will submit a certification through the electronic timesheet program to verify active work status and leave usage during the pay period. This certification shall be reviewed and approved by the immediate supervisor.

Salaried employees will account for absences with the use of vacation, sick, or personal leave and by submitting the necessary leave request forms or by flexing their schedules when needed, with prior supervisory approval.

Vacation and sick leave will be accrued based on 1820 hours annually (pro-rated as appropriate for part time employees.) A full day absence will be seven (7) hours in length.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS