

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.36

TIMEKEEPING POLICY – EXEMPT EMPLOYEES

Purpose:

The purpose of this Timekeeping Policy for Exempt Employees is to establish guidelines and expectations for exempt employees regarding timekeeping, recordkeeping, and reporting of work hours. Exempt employees are those who are not eligible for overtime pay under applicable labor laws.

Work Hours and Scheduling:

- Exempt employees are expected to fulfill their job responsibilities, which may require working beyond regular business hours, as needed to meet their job duties.
- The standard workweek for exempt employees is typically 40 hours, but work hours may vary based on job requirements.

Recordkeeping – Remote Employees:

- Exempt employees who are authorized to work remotely are required to track their daily work hours using either the UKG application on their Board provided cellular telephone or logging in to their account on their computer when they are at the office.
- The employee must clock in at the start of their work day and clock out at the end of their day.
- Employees may clock in and out more than once daily depending on their work schedule.
- It is the responsibility of the employee to maintain accurate records of their work-related activities, accomplishments, and projects.

Recordkeeping – Non-remote employees:

- Exempt employees who report to their assigned work location on a daily basis are not required to track their daily work hours.
- It is the responsibility of exempt employees to maintain accurate records of their work-related activities, accomplishments, and projects.

Reporting Time Off:

- Both non-remote and remote exempt employees are expected to adhere to the company's time-off policies and procedures.
- Employees will use the UKG system to request personal, sick, or vacation time and other categories of leave.
- When requesting time off or reporting absences, exempt employees should follow the company's established protocols, which may include notifying their supervisor and/or HR department.

Time and Attendance System:

- Exempt employees who report to their designated work location on a daily basis are not required to clock in and out. However, the Board will use the UKG time and attendance to tracking attendance, holidays, paid leave.
- Exempt employees who work remotely, are required to clock in and out in order to track time worked along with attendance, holidays, and paid leave.

Overtime, Compensatory Time Off (Comp Time), and Flex Time:

- Exempt employees are not eligible for overtime pay or compensatory time off for hours worked beyond the standard workweek.
- Exempt employees are eligible for Flex Time. Employees must receive approval from their supervisor prior to utilizing flex time and comply with the flex time procedure.
- Any exceptions to this policy must be approved by the employee's supervisor and HR department in advance.

Compliance with Laws:

- Exempt employees should comply with all applicable federal, state, and local labor laws and regulations.
- Any concerns or questions regarding timekeeping or wage and hour issues should be directed to the HR department for clarification and resolution.

Confidentiality:

- Exempt employees should maintain the confidentiality of their work-related records and information. Unauthorized use of another employee's access credentials is strictly prohibited.

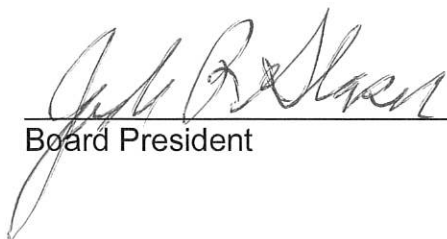
Policy Acknowledgment:

- All exempt employees are required to review and acknowledge their understanding of this Timekeeping Policy for Exempt Employees.

Policy Updates:

- This policy may be updated or revised as needed. Exempt employees will be notified of any changes to this policy.

Adopted: 9/25/2023



 Board President



 Superintendent