

Timekeeping Policy

Objective

The purpose of this policy is to outline the timekeeping policies of The Conant Public Library. Accurately reporting time worked is the responsibility of every nonexempt employee. The Conant Public Library must keep an accurate record of time worked to calculate employee pay and benefits.

Time Worked

Time worked includes all time that an employee is required to be performing duties for the library. Time worked is used to determine overtime pay required for nonexempt employees.

Work away from premises or at home. If approved, work performed off the premises i.e. community events will be counted as time worked.

Timekeeping

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to complete the time sheet in full, with name, dates, and hours worked and must sign his or her time record to certify the accuracy of all time recorded. The Library Director will review and sign the time record before submitting it to the Bookkeeper for processing. In the event of an error in reporting time, employees must immediately report the problem to the Library Director

Enforcement

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

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