

## Timekeeping Procedures

It is the College's intention to fully comply with the Fair Labor Standards Act (FLSA) and all applicable state wage and hour provisions.

Employees must record their actual time worked for payroll and benefit purposes. The workweek begins at 12:01 a.m. each Friday and ends at 12:00 midnight each Thursday. The workweek will be the recognized period for the recording of employee time. The work day begins at 12:01 a.m. each day and ends at 12:00 midnight the same day.

The pay period for non-exempt employees is a two-week period that begins on Friday of one week and ends on the second Thursday (two weeks later). Part-time or seasonal employees may get paid a lump sum payment depending on the length of assignment and agreed upon terms. The pay period for exempt employees is monthly.

Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason in the ADP payroll system. This includes scheduled time off such as vacation, personal or sick days. Non-exempt employees may not start work until their scheduled starting time. In addition, any overtime should be approved by a supervisor in advance of the time worked.

Exempt employees are required to report full days of absence from work for reasons such as vacation, personal or sick days.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

It is the employee's responsibility to review time submitted and to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately in writing to a Supervisor, who will attempt to correct legitimate errors with the assistance of the payroll department.

The Human Resources Department is responsible for policy interpretation. Any exceptions to the policy must be reviewed and approved by the Director of Human Resources in conjunction with the Cabinet at the College. Nothing in this policy creates an employment contract, express or implied. All employees are employed at-will and can be terminated at any time without the college having to demonstrate just cause or good reasons for the termination.