

## RESOLUTION 2016-10

### AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR KENT COUNTY

The Board of County Commissioners of Kent County hereby resolves to amend Part V, Salaries and Benefits, of the *Personnel Policies and Procedures Manual for Kent County* (adopted April 10, 2001), with the following amendment:

For the purpose of amending chapter PM75, "Attendance and Hours," to delete the existing Article II "Attendance Records" and replace it with Article II "Automated Timekeeping" to the *Personnel Policies and Procedures Manual for Kent County*, as follows:

#### ARTICLE II Automated Timekeeping

The County has chosen to use an automated timekeeping system to capture the employee's time and attendance. This system was chosen to reduce payroll processing time, implement policies consistently, integrate data, and enhance reporting capabilities.

##### **PM75-2 Definitions**

As used in this Article, the following terms shall have the meanings indicated:

**ADMINISTRATIVE NON-EXEMPT EMPLOYEES** – Employees who work in administrative departments or perform administrative duties in the public works and the public safety departments. These employees clock-out for lunch and are not compensated for this time.

**NON ADMINISTRATIVE NON-EXEMPT EMPLOYEES** – Public works employees who work away from the main worksite. Public safety employees who are considered to be working during their entire shift and do not have an unpaid meal period.

**ROUNDING** – The practice of recording time worked to the nearest fraction of an hour. Federal law allows this practice as long as the rounding works in both the employee's and employer's favor.

##### **PM75-3 Employee Responsibilities**

A. Employees shall accurately record all time worked. Employees shall clock-in during all periods they are working for their employer. Non-exempt employees cannot volunteer for their employers and will be compensated for all time worked.

B. Employees shall not clock-in before the rounding period at the start of their workday or clock-out after the rounding period at the end their workday without the prior approval of the supervisor.

C. Employees are prohibited from falsifying their time records. Falsifying time records will result in disciplinary action up to and including termination, in accordance with PM58.

**PM75-4 Supervisor Responsibilities**

A. Supervisors shall verify that automated time records are accurate for each employee.

B. Supervisors shall approve all overtime to be paid and compensatory time earned.

C. Supervisors shall clearly communicate and enforce the beginning and ending time of the workday including the time window employees are expected to clock-in and clock-out under the County's time rounding rules.

**PM75-5 Rounding Rules**

Depending on their classification, rounding shall be conducted as follows:

A. Non administrative non-exempt employees shall have each clock-in and clock-out rounded to the nearest 15 minutes.

B. Administrative non-exempt employees will be paid for their scheduled hours if their recorded hours for the pay period are within 15 minutes of their scheduled hours.

C. Exempt employees will be paid for their scheduled hours if their recorded hours for the pay period are within 15 minutes of their scheduled hours.

**ATTEST:**

**THE COUNTY COMMISSIONERS OF  
KENT COUNTY, MARYLAND**

  
Sondra M. Blackiston, Clerk

  
William W. Pickrum, President

  
Ronald H. Fithian, Member

  
William A. Short, Member

ADOPTED: October 18, 2016  
EFFECTIVE: October 18, 2016