



PERSONNEL POLICY

SUBJECT: TIMEKEEPING

DATE: January 1, 2017

Number: 338-16

I. Statement of the Policy

It is the policy of Fulton County to properly compensate employees for all time worked. Nonexempt employees must accurately record the time they work each day. Nonexempt employees may not work “off the clock,” meaning they may not perform any work for Fulton County that they do not record in the County’s timekeeping system, and Fulton County will not tolerate any “off the clock” work. Nonexempt employees must report all time worked and not work any time that is not authorized by their supervisors. Employees who have questions about when or how many hours they are expected to work should contact their supervisor and/or the Department of Human Resources Management.

II. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



PERSONNEL PROCEDURE

SUBJECT: TIMEKEEPING

DATE: January 1, 2017

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It is the policy of Fulton County to properly compensate employees for all time worked.

I. Nonexempt Employees

Employees will be paid for all time worked.

Employees who are classified as nonexempt must accurately record the time they work each day, including arrival, departure, meal, and break times. Employees are to record their time by clocking in and out on the County's electronic timekeeping system. If an employee forgets to clock in or out, the employee must immediately notify their supervisor, complete a Timesheet Adjustment form, and return the signed and completed form to their supervisor. Employees will be paid for all time worked; however, repeated instances of failing to properly clock in and out may result in disciplinary action.

When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked. If an employee believes that his or her paycheck is not accurate, the employee must immediately inform his or her supervisor and/or the Department of Human Resources Management.

Nonexempt employees may not work "off the clock," meaning they may not perform any work for Fulton County that they do not record in the County's timekeeping system, and Fulton County will not tolerate any "off the clock" work. Nonexempt employees must report all time worked and not work any time that is not authorized by their supervisors. Employees who have questions about when or how many hours they are expected to work should contact their supervisor and/or the Department of Human Resources Management.

It is a violation of Fulton County's policy for anyone (including a supervisor or manager) to instruct or encourage another employee to work "off the clock," to

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incorrectly report hours worked, or to alter another employee's time records. If any employee is directed or encouraged to work off-the-clock, to incorrectly report hours worked, or to alter another employee's time records, he or she should report the incident immediately to the Appointing Authority and/or the Department of Human Resources Management. Supervisors who violate this policy may be subject to disciplinary action including termination.

II. Exempt Employees

Employees who are classified as exempt must record absences from work for reasons such as leaves of absence, sick leave or vacation.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive his or her salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, an exempt employee will not be paid for days not worked in the following circumstances:

- When an exempt employee takes one or more full days off for personal reasons other than sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available vacation or compensatory time to make up for the reduction in salary;
- When an exempt employee takes one or more full days off from work due to sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available sick time to make up for the reduction in salary;
- When an exempt employee works only part of the week during his or her first and last week with Fulton County, the employee will be paid only for the days actually worked; and
- When an exempt employee takes unpaid leave under the Family and Medical Leave Act or corresponding laws, Fulton County will not pay for such days/hours of absence, unless the employee has accrued vacation, sick or compensatory time to cover said absence.
- Fulton County may require an exempt employee to use available vacation or sick time, as a replacement for salary, when the employee takes less than a full-day off from work. Pursuant to applicable law, Fulton County may reduce an exempt employee's salary for absences less than a full day given that exempt employees of Fulton County are paid according to a pay system established by a policy or practice pursuant to principles of public accountability, under which exempt employees accrue personal leave and sick leave and which requires

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Fulton County's employees' pay to be reduced or such employees to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because:

- (1) Permission for its use has not been sought or has been sought and denied;
 - (2) Accrued leave has been exhausted; or
 - (3) The employee chooses to use leave without pay.
- Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.
 - An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror or witness or in the military or for lack of work.

III. Generally Applicable Provisions

Any employee may have their salary reduced as a result of disciplinary actions in accordance with applicable law and Fulton County disciplinary policies and procedures.

It is Fulton County's policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. Fulton County prohibits any deductions from pay that violate the FLSA or applicable state law.

If an exempt employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to the Appointing Authority and/or the Chief Human Resources Officer. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

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