

BOARD OF SUPERVISORS

District 1 | **Stacey Walker**

District 2 | **Ben Rogers**

District 3 | **Brent Oleson**

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LinnCounty.org



**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Tuesday, September 22, 2020

8 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA

The Board will meet with Elected Officials and department Heads to discuss County-related issues, including:

Wellness Rewards Program Executive Summary – Health Solutions

Time Reporting Policy – Lisa Powell

GovSense update – Dawn Jindrich

Public Comment: Five Minute Limit per Speaker

This comment period is for the public to address topics on today's agenda.

Minutes

Discuss and decide on meeting minutes.

The Board will hear updates from the following Department Heads:

David Thielen, LCCS Executive Director
Dennis Goemaat, Conservation Director
Pramod Dwivedi, Health Department Director
Jon Gallagher, Soil Conservation Department Head
Phil Lowder, I.T. Director

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Claims - Discuss and decide on claims.

Correspondence

Appointments

Adjournment

To adhere to social distancing requirements, Linn County employees and the public may participate in this meeting as follows:

- 1) Conference call—telephone number 1-800-945-0974, access code 501116
- 2) Email questions or comments prior to or during the meeting to: bd-supervisors@linncounty.org

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncounty.org.



BOARD OF SUPERVISORS LINN COUNTY, IOWA

Title: Time Reporting Policy		Policy Number: PM-024	
Responsible Department: Human Resources			
Revision No: 1	Revision Date: 09/22/2020	Policy Effective Date: 09/23/2020	Expiration Date: Until Repealed
Initial Approval Date: 09/23/2020 BOS Minutes: 09/22/2020		Distribution: PolicyStat	

I. PURPOSE & OBJECTIVES

The purpose of this policy is to provide time reporting requirements for all employees of Linn County. Accurately reporting time worked is the responsibility of every nonexempt employee. Linn County must keep an accurate record of time worked to calculate employee pay and benefits in accordance with the Fair Labor Standards Act (FLSA). Employees are required to maintain their working hours utilizing the electronic timekeeping system purchased by Linn County for this purpose.

II. SCOPE

This policy is applicable to all regularly scheduled full-time and part-time Linn County employees responsible to the Board of Supervisors; employees responsible to an Elected Official, including the Elected Official and his/her deputies; employees of the County Assessor's Office, Health Department and Conservation Department; temporary, seasonal or on-call employees.

III. EXCEPTIONS

None

IV. DEFINITIONS

A "work hour" is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.

"Authorized hours" are work hours that a manager assigns to complete a task.

The "workday" is defined as eight hours of authorized work for full-time employees typically, but not exclusively, between 8:00 a.m. and 5:00 pm, Monday through Friday. Employees may also be assigned to alternative schedules with the authorization of their managers and according to

applicable contract provisions. For example, Secondary Road employees work four ten hour days during the summer months between Memorial Day and Labor Day. Employees who work in 24/7 operations will have schedules that necessarily differ from standard work days and include 2 - 3 shifts in any 24 hour period (i.e., 8 hours, 3 shifts; 12 hours, 2 shifts).

The “**workweek**” covers seven consecutive days beginning on Saturday beginning at 12:00 a.m. and ending on Friday at 11:59 p.m.* The usual workweek period is 40 hours except for certain positions in the Sheriff’s Office which may follow a different FLSA period. All employees are paid bi-weekly on Friday and the pay covers the pay period through the Friday preceding payday.

“**Overtime**” is defined as authorized hours worked by a non-exempt (or hourly) employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. No employee shall perform work outside their regularly scheduled shift without prior approval from their supervisor.

*The final shift at the end of the workweek for certain positions in the Sheriff’s Office may cross over into the new workweek. All hours worked during the cross over shift will be considered as part of the workweek ending on Friday.

V. PROVISIONS

Timekeeping Procedures

Employees will punch daily and submit their time records bi-weekly as directed by their managers, either online using a computer, County-issued iPad, tablet or mobile phone or by means of a time clock. All hourly employees must punch in and out for their shifts and meal periods unless the employee has a shift where the meal period is paid.** Paper timesheets will be discontinued as quickly as departments still using paper timesheets can be transitioned to the new electronic system. Any time record submitted after the bi-weekly payroll deadline will result in those hours worked being included in the next regular pay cycle.

Time records must show all hours worked using project codes, departmental codes, and labor distribution codes where applicable. Time away from work (TAFW) must be recorded each week (i.e., vacation time, sick time). Time records should not be completed in advance.

**Field staff should punch in and out for meal period if they are using a mobile application on a County-issued cell phone. Otherwise, employees should enter their meal periods into their electronic time record once they return to their work site.

Time worked includes all time that an employee is required to be performing duties for the County. Time worked is used to determine overtime pay required for non-exempt employees. Per Linn County’s collective bargaining agreements, paid time away from work goes above the requirements of the Fair Labor Standards Act and counts the following provisions as time worked:

- **Work away from premises or at home.** If approved, work performed off the premises or job site or at home by a non-exempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the department director.
- **Unauthorized overtime.** If an employee works unauthorized overtime, they must be paid for the hours worked; however, they may be subject to discipline for violating the work rule/directive/policy.
- **Break time.** Rest periods of 15 minutes or less are counted as time worked.

- **Paid leave.** Approved paid leave absences, including but not limited to sick leave, vacation leave, personal days, holiday leave, military leave (up to 30 calendar days), jury duty, bereavement leave, compensatory time used, voting time off, and worker’s compensatory leave are counted towards reaching the overtime threshold of 40 hours in workweek.

Time not worked includes all time that an employee is not “on the clock.” Some examples would be as follows:

- **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked unless the employee has a shift that includes meal periods (i.e., Direct Support Staff, Youth Counselor, etc.)
- **“J” time** is not hours worked and therefore does not count towards overtime calculations.
- **Dock time** (no pay) is not hours worked and therefore does not count towards overtime calculations.

Non-exempt 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 departure from work for personal reason (i.e., doctor’s appointment).

Linn County has a 6 minute rounding rule when punching IN and OUT at time clocks or other electronic timekeeping devices. The following chart shows how each 6 minutes within a 60 minute period rounds to the nearest 10th of an hour.

Rounding Chart

<u>Punch</u>	<u>Tenth</u>	<u>Rounded Minutes</u>	
.57 - .02	0.00	.00	7:57 to 8:02 would round to 8:00
.03 - .08	0.10	.06	8:03 to 8:08 would show as 0.1 worked
.09 - .14	0.20	.12	
.15 - .20	0.30	.18	
.21 - .26	0.40	.24	
.27 - .32	0.50	.30	
.33 - .38	0.60	.36	
.39 - .44	0.70	.42	
.45 - .50	0.80	.48	
.51 - .56	0.90	.54	

Exempt (or salaried) employees are management employees who do not qualify for overtime. Exempt employees do not punch in and out on a daily basis; however, they are expected to record all leave time taken. Flexible time is allowed up to a certain threshold as outlined in the Management, Non-Bargaining and Confidential Manual.

- A. Each employee will
 1. Maintain an accurate daily record on his or her time electronic record of hours worked.

2. Request authorization for time away from work. All absences from work schedules should be appropriately authorized, recorded and coded.
3. Obtain correct project/departmental codes, overtime or premium codes and overhead codes, if applicable.
4. Obtain approval for any overtime, compensatory time or premium pay adjustments to be made in the workweek.
5. Sign his or her completed electronic time record to certify the accuracy of all time recorded.
6. Submit the time record to the manager or timekeeper by the department payroll deadline. The manager will review and then approve the time record before submitting it for payroll processing.
7. Notify the department manager of any reporting time errors immediately.

B. Each Manager Will

1. Ensure that all employees maintain accurate time records.
2. Ensure that employees reporting to him or her have the correct project/departmental codes, overtime or premium codes and overhead codes for their assignments if applicable.
3. Provide approval for overtime, compensatory time, premium pay or paid leave.
4. Approve time records and submit them to payroll by the Auditor's Office deadline for submittal.

Note: Timekeepers/payroll processors should assist the department managers for whom they process payroll in making sure that all time submitted has the appropriate authorizations and follows FLSA and contract requirements.

C. Payroll staff will:

1. Verify that employee time records have been properly authorized and follow labor contract provisions.
2. Ensure that all employees are paid earned wages/salaries at appropriate rates on appropriate dates in accordance with federal and state regulations.
3. Make available bi-weekly earnings statements via electronic means (except for those few grandfathered employees who still receive paper checks).
4. Post all time and labor charges to the labor distribution and allocation journals.

VI. ENFORCEMENT

Employees who do not follow the procedures set forth in this policy may be subject to disciplinary action. Altering, falsifying, tampering with your or others' time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.