

Town of Meredith – Administrative Regulation

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Approved by: Phillip L. Warren, Jr., Town Manager

Subject: Time Keeping for Non-Exempt Employees

I. PURPOSE

The purpose of this document is to define the responsibilities of maintaining accurate time records. Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the Town of Meredith to keep an accurate record of time worked in order to calculate an employee's pay and benefits.

II. POLICY

1. Employees are classified as exempt or non-exempt for purposes of the FLSA regarding minimum wage, overtime, and record keeping.
2. Time worked is defined as all the time actually spent on the job performing assigned duties. The hours and days of work are subject to change depending on the circumstances of each department. Each department's scheduled workday varies and is established by the respective Department Head with approval of the Town Manager.
3. The Town of Meredith workweek begins on Monday at 12:00 am and ends on Sunday 11:59 pm, with a pay date of Friday. The workweek shall consist of days and hours that equal forty (40) hours within seven (7) continuous days. The Administrative Services Department must be informed of any approved schedule changes so that the changes can be made in the appropriate week and timeframe.
4. Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period by clocking in and out of the EZ Labor Manager. Non-exempt employees are also required to record the beginning and ending time of any split shift or departure from work for any non-work related reason. Hours will be calculated according to time shown on employee approved timesheets. Hours are rounded up or down to the nearest 15 minute increments (example: 6:53 to 6:59 rounds up to 7:00, 6:46 to 6:54 rounds down to 6:45 and so on). It is the Supervisor's responsibility to be sure that employees are showing actual hours worked. It is the responsibility of the person processing payroll to follow FLSA standards and pay the employee for hours shown. Any hours over forty (40) within a (7) day period recorded on a timesheet or timecard is considered overtime.
5. Per RSA 275:30a all employees shall be afforded a meal break of at least one half hour after five consecutive hours of work. Employees shall take meal breaks per the RSA, and the waiving of said meal break shall only occur with the advance approval of the department head and the Town Manager.

- 6. Employees shall not share their User ID and Password with anyone for any reason. Altering, falsifying, tampering with time records, or recording time on another employee's time record shall result in disciplinary action, up to and including termination of employment.
- 7. To maintain the integrity and security of the timekeeping system employees shall only clock in and out and access the timekeeping system from their workstation, computer located at their place of work or hand clock in /out device. Use of any other device is not allowed.
- 8. It is the employee’s responsibility to approve their timesheet to certify the accuracy of all time recorded. The supervisor will review and approve the timesheet before Administrative Services will export it to payroll for processing.

III. POLICY – OVERTIME:

- 1. When operating requirements and other needs cannot be met during scheduled working hours, employees may be given the opportunity to volunteer or be scheduled for overtime work assignments.
- 2. The Town is required to pay overtime pay for all hours worked.
- 3. Employees, who work overtime without receiving prior authorization from their supervisor, shall be subject to disciplinary action.
- 4. Overtime work will be distributed as equitably as practical to all employees qualified to perform the required work.
- 5. Overtime compensation is paid to employees in accordance with federal and state wage and hour restrictions and will be paid at time and one half for any hours over 40.
- 6. Additional overtime restrictions can be found in the Town of Meredith Personnel Policy Manual.

IV. POLICY – CALL-BACK TIME:

- 1. Any employee called back before the regular scheduled work day, after a regular scheduled work day or on a non-work day will be eligible to receive a minimum of 2 hours call back time.
- 2. An employee is not eligible for guaranteed two hours “call back pay” if an employee is scheduled to come in early or asked to stay and work extra hours immediately following the end of a regular work day.

V. ADP TIMEKEEPING SYSTEM:

- 1. The Town of Meredith utilizes an internet-based timekeeping system through ADP.
- 2. Payroll shall set-up/reactivate employees in the ADP System. Each employee will be provided with an:

ADP Login: _____

ADP Temporary Password:_____

3. Payroll will provide the training for the ADP system; to include logging in and out, clocking in and out, and features available to the employee through ADP.
4. Training tutorials are also available in ADP.