



**TOWN OF PENDLETON
NIAGARA COUNTY, NEW YORK**

**Town Hall Employee Time and Attendance
Documentation & Approval Procedures**

Date of Adoption:

Adopted by resolution at the monthly meeting of the Town Board on _____ and will remain in effect until further notice.

Description:

This document, created for and approved by the Town Board, outlines procedures and rules related to recording time and attendance for select employees.

Application:

All full-time and part-time nonunion employees assigned as follows:

Town Clerks Office – Deputy Town Clerk(s) and any other employee assigned to this office full or part-time.

Assessor's Office – Town Assessor, Assessor's Assistant, and any other employee assigned to this office full or part-time.

Building & Code Enforcement Office – Building Inspector, Code Enforcement Officer, and any other employee assigned to this office full or part-time.

Water & Sewer Billing Office – Water/Sewer Billing Clerk and any other employee assigned to this office full or part-time.

Exemption:

All elected positions, unionized employees, Supervisor's secretary, Town Attorney, Town Court employees, and members of boards and committees.

Responsibilities:

Town Clerk – The Town Clerk will be the designated Time Record Officer for designated employees for whom this document applies unless otherwise modified by resolution of the Town Board. The Time Record Officer will maintain and certify the accuracy of all attendance records outlined in this document.

Identified Employees – All employees identified as responsible for personal attendance recording keeping outlined in this document are mandated to properly and accurately record and account for work hours. Additionally, all time and attendance records are to be maintained on an ongoing basis with the designated Time Record Officer.

Work Hours:

Work hours will be set by the Town Board, but generally are accepted to be the hours during which the Town Hall is open. As of November 2018, the normal business and work hours are 8:00 AM to 4:00 PM, Monday through Friday. Additional hours may be required upon request of the Town Board or an employee's direct supervisor. Alternative hours must be approved in advance by the Town Board. Approval for additional or alternative hours will be forwarded to the designated Time Record Officer prior to implementation of the approved work hours.

Work Hours Reporting:

All applicable employees will:

- 1) Upon arrival to work at the start of your day, mark the time you start work on your timesheet and indicate that you are in the office on the In/Out Board. The In/Out Board will be located in the Main Office. The timesheets will be kept in the Time Record Officer's office.
- 2) Upon leaving at the end of the work day, mark the time you actually stop work on your timesheet and sign out for the day.
- 3) Should an employee need to leave the Town Hall during the work day for work related duties, the employee will designate the time of leaving, destination, the purpose of the trip, and anticipated time of return on the Official Business Sign Out Log located in the Main Office. Upon return, time of return will be indicated.
- 4) Employees leaving the Town Hall during the work day, for non-work related reasons, are to indicate the time of departure, the purpose as non-work related, and the time of anticipated return on the In/Out Board located in the Main Office. Additionally, the employee will document this time on their timesheet and complete a "Use of Time" form and submit to the Time Record Officer. The "Use of Time" form will indicate length of time away from the assigned day and the type of leave time that will be used for compensation. Should compensation not be desired or available, the form will indicate that the absence from work is "Time Off Without Pay".
- 5) Hourly employees working at least seven (7) hours in a work day are entitled to a thirty (30) minute lunch time. Hourly employees have (2) lunch time options:
 - a. Per past practice, hourly employees may continue to use a paid "working lunch", during which time the employee makes themselves available for basic office needs. This includes answering the phone and attending to office visitors.

- b. Hourly employees may choose to have an unpaid lunch, thereby not making themselves available during lunch time. Employees choosing to leave the Town Hall during their lunch time are willingly choosing to take an unpaid lunch time.

All employees, salaried or hourly, leaving the Town Hall during lunch time will record such absence on the designated attendance board, indicating time of leaving, purpose, and time of return. Should the time exceed thirty (30) minutes, the excessive time away will be documented as outlined in Item 4 above.

- 6) Vacation Time – Employees are to schedule vacation time on the master calendar located in the Time Record Officer’s office. Prior approval will be made by department head or, for department heads, approval will be made by an assigned Town Board member. A three (3) day notice is required for use of vacation time with exceptions being made at the discretion of the department head or Town Board. All Town Hall offices are to remain open during all scheduled hours. Therefore, should an employee’s desired vacation time create a scenario whereby an office may not be staffed, the Town Board and Town Clerk are to be notified. All vacation time is to be documented on an employee’s biweekly time sheet and also with a “Use of Time” form.
- 7) Employee Illness or Sick Time – An employee who is unable to attend scheduled work due to illness is to notify the Time Record Officer as soon as possible. Additionally, use of employee illness days, if available, will be recorded on the employee’s time sheet and also with a “Use of Time” form. Final approval of use of employee illness or sick days will be made by department head or, for department heads, approval will be made by the Town Supervisor upon submission of that pay period’s time sheet.
- 8) Personal Time – Use of personal time should be scheduled as outlined for use of vacation time. Use of personal time, without prior scheduling, is to be reported immediately to the Time Record Officer, recorded on the employee’s biweekly time sheet, and also record with a Use of Time form. Prior approval will be made by department head or, for department heads, approval will be made by an assigned Town Board member. Use of personal time, without prior approval, will be subject to approval by the Town Supervisor upon submission of that pay period’s time sheet.
- 9) Conferences, Meetings, and Training – Any absence from the Town Hall due to work-related attendance at an off-site location will be recorded on the master calendar located in the Time Record Officer’s office. Additionally, time away from the Town Hall will be documented on the employee’s biweekly time sheet. Mandatory information to be included on the master calendar and time sheet includes date, start and end times, location, and purpose.

Flexible Scheduling or “Flex Time”:

Effective as of the date of the adoption of this document, earning or compilation of flexible use time, “comp time”, or “flex time” is no longer allowed for salaried employees. Any accumulated flex time, as of the date of the adoption of this document, must be used by December 31, 2018.

Hourly employees have the option of earning flex time or overtime for preapproved work outside of the adopted Town Hall work hours, as defined by acceptable rules for overtime compensation. Flex time will be awarded at a multiple of 1.5 applied to the actual hours worked, should the employee choose flex time instead of paid overtime. Permission to earn flex time or overtime is decided by the employee's immediate supervisor on a case-by-case basis. Flex time and overtime will be noted on the employee's biweekly time sheet. Flex time must be used within six months of being earned.

Attendance at Town Board Meetings:

All department heads, as salaried Town employees, are expected to attend regular meetings and work sessions of the Town Board. Additionally, department heads are to attend at least one budget meeting each year to discuss with the Town Board the department head's budgetary requests for the next budget year. Any department head unable to attend such meetings is to notify the Supervisor and Town Clerk as soon as possible, including a reason for not being able to be in attendance. Deputy Town Clerks and Deputy Highway Superintendents, attending in place of their respective supervisors, will earn compensation as outlined in this document or the current collecting bargaining agreement for a unionized employee.

Recording Procedures:

- 1) The Time Record Officer will devise an attendance board and log sheets that meet the needs of these rules and procedures.
- 2) The referenced "Use of Time Form" will be constructed and implemented by the Time Record Officer, with input from the Town Board, to ensure proper adherence to these rules and procedures.

Nonadherence:

- 1) Any undocumented time away from the Town Hall during scheduled work hours will be reported by the Time Record Officer to the Town Board. Action will then be taken by the Town Board to ensure that proper records for the identified time and date will be created and employee compensation and/or accumulated time off may be adjusted.
- 2) Failure to comply may lead to discipline up to and including termination of employment.

Employee Acknowledgement:

By signing this form I confirm that I have received a copy of the **Town Hall Employee Time and Attendance Documentation & Approval Procedures** and I understand that I am responsible for familiarizing myself with its contents. I have been given an opportunity to clarify any portion of the policy which may be unclear.

Print Name

Signature

Date