




POLICY AND PROCEDURE STATEMENT

SUBJECT TIME CARD POLICY	PAGE 1 OF 3	DATE EFFECTIVE JUNE 1, 2018
SECTION/POLICY NO. 2.07	APPROVED BY  MAYOR	SUPERSEDES VOA III-F, OCTOBER 3, 2003
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE ISSUE DATE REVIEW DATE 12/31/2017
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village of Ashville will have a process in place to document the time a staff member works for the village.
- II. All hourly (nonexempt) employees will record the time they report to work and the time they leave work by means of clocking in or writing the time on the time card after arriving (when time is written on the time card it must be initialed by their supervisor).

PURPOSE:

- I. To ensure that the correct time is documented.
- II. To ensure the employee receives the appropriate compensation.
- III. To ensure all regulations are being followed.

PROCEDURE

1. Hourly (non-exempt) Employees
 - 1.1 Recording Attendance. Hourly employees are required to record their daily attendance on time cards by means of clocking-in or writing in the time. Each employee is assigned a time card. The time must be personally recorded at the start of work and again when leaving work.
 - 1.2 General Rules. Federal and State record keeping requirements place an obligation on the village to maintain accurate records and to enforce certain regulations. The following rules must be observed:
 - 1.2.1 Employees must write only on their own time card. Failure to observe this rule may subject the violators to immediate dismissal.
 - 1.2.2 The time must be written upon cessation of work and the time must be recorded again when returning to work.

- 1.2.3 Writing the time on the time card must be completed only when the employee is ready to start working.
- 1.2.4 An employee may not log in any earlier than nine (9) minutes before starting time.
 - 1.2.4.1 The pre-determined work (starting and ending) is based upon an approved schedule.
 - 1.2.4.2 Employees starting time may fluctuate based on the village needs.
 - 1.2.4.2.1 Any changes in the pre-determined work time must have supervisor's approval.
- 1.2.5 Employees do not need to log out and in for coffee breaks.
- 1.2.6 Employees do not need to log out and in for meal breaks (30 minute limit).
 - 1.2.6.1 If an employee works during their lunch break they must obtain prior approval from their supervisor.
 - 1.2.6.2 The police department will follow an internal policy concerning working during prescribed breaks and lunch periods.
 - 1.2.6.3 If an emergency occurs prior approval is waived but a post review by the supervisor will occur to determine what led up to the situation that did not provide an opportunity for prior approval.
 - 1.2.6.4 Employees will not log out more than nine (9) minutes after scheduled quitting time, unless approved to work overtime by their supervisor.
- 1.3 Responsibility. It is the responsibility of each employee and the employee's supervisor to ensure that the time card is complete and accurate. At the end of each pay period the employee's supervisor is required to sign the attached Payroll Record Form in ink. If the employee forgets to log in or out it will be necessary that the employee's supervisor note the correction and initial it.
 - 1.3.1 The employee will be notified of not completing the time card to encourage accurate completion in the future.



Village of Ashville   
 P.O. Box 195
 200 East Station Street
 Ashville, OH 43103
 Office: 740/983-6367 ● Fax: 740/983-4703

Payroll Record

Employee Name: John or Jane Doe

Pay Period

From: November 11, 2018

To: November 24, 2018

	1000	
	610	Total
	100%	100%
Hours Worked @ Straight Time	56.00	56.00
Hours Worked @ Overtime	0.00	0.00
Hours Worked @ Holiday	24.00	24.00
Hours Worked @ Sick Leave	0.00	0.00
Hours Worked @ Adm. Leave	0.00	0.00
Hours Worked @ Vacation	0.00	0.00
Total	0.00	80.00
Total	80.00	80.00

Adding cells from above

Adding cells from the left

Employee: _____

Mayor/VA: _____

Time IN/OUT	Work	Overtime	Work	Overtime	Holiday	Ill	Leave	Vacation	Work
Sunday, November 11, 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monday, November 12, 2018	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuesday, November 13, 2018	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Wednesday, November 14, 2018	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Thursday, November 15, 2018	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Friday, November 16, 2018	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Saturday, November 17, 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday, November 18, 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monday, November 19, 2018	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Tuesday, November 20, 2018	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Wednesday, November 21, 2018	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Thursday, November 22, 2018	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
Friday, November 23, 2018	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
Saturday, November 24, 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			56.00	0.00	24.00	0.00	0.00	0.00	56.00