

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: B-10  
SECTION: Personnel Division  
DATE: February 1, 2009  
SUPERSEDES: Green Book 401  
TITLE: Timekeeping

PURPOSE

To establish a guideline for accurately record time worked and benefits earned.

PROCEDURE

Accurate recording of time worked is the responsibility of every employee. Federal and State laws require that SCFPD maintain accurate records. These records are used to accurately calculate employees pay and benefits. Time worked is defined as all time spent on the job performing assigned duties.

Employees shall record the beginning and end time of any split shifts, off-duty emergency operations or departures from work for any reason.

Overtime must be preapproved before performed with the exception of emergency operations.

Altering, falsifying, tampering with time records, or recording time on another employee's time record shall result in disciplinary action.

Nonexempt employees should report to work no more than 30 minutes prior to their scheduled start time nor should they stay more than 30 minutes after their scheduled shift ends.

Any employee requesting trade time with another employee must have expressed authorization from their supervisor. All trade time must be followed up with the appropriate trade time form signed by both parties and the supervisor. In the event that an employee request trade time and the person performing the trade fails to report to duty the time spent will be deducted from the sick leave bank of the requesting personnel.

If any correction or modifications are made to the time records, both the employee and the supervisor must verify the accuracy of the changes and initial the change(s).

Written by: Donald E. Hankins II

Approved by: \_\_\_\_\_

Date: May 26, 2009