
Palm Beach County
Human Resources Department

Employee Timekeeping Information &
Instructions

For information or questions on content
in this manual, please contact

Su Edgerton at 616-6869 or

Maria Maldonado at 616-6973

Revised 11/2015



REGULAR WORK SCHEDULE	HRS PER WEEK	HRS PER DAY	DAYS PER WEEK



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY TOTAL WEEK 1
DATE	01	02	03	04	05	06	07	
REGULAR SCHEDULED HOURS WORKED	103.1							+
HOLIDAY HOURS	103.2							+
ADDITIONAL HOURS *	103.3							+
SUB TOTAL								=103.4

ABSENT TIME PAID *	103.5							+
SICK LEAVE	103.6							+
ANNUAL LEAVE	103.7							+
TOTAL								=103.8

COMP / FLEX EARNED*	103.9							-
COMP / FLEX USED	103.10							+
TOTAL PAYROLL HOURS								=103.11

LEAVE WITHOUT PAY*								
--------------------	--	--	--	--	--	--	--	--

* EXPLANATION REQUIRED

SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY TOTAL WEEK 2
08	09	10	11	12	13	14	
103.1							+
103.2							+
103.3							+
							=103.4

103.5							+
103.6							+
103.7							+
							=103.8

							-
							+
							=103.11

FOR OFFICE USE ONLY TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
A	B	C
103.13		

103.14	PREVIOUS COMP. BAL.
103.15	
+ 103.16	NEW COMP. BALANCE
= 103.17	

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (___ X ___)			104.1
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
			104.3
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			104.2
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			104.4
TOTAL			

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		105
B		
C		

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE ■					
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	SUPERVISORS INITIALS
				103.18	

EMPLOYEE SIGNATURE AND DATE
103.19

SUPERVISOR'S SIGNATURE AND DATE
103.20

WHAT'S INSIDE

INFORMATION

Employee Time Record Information & Instructions 6

Time and Attendance PPM 7

REGULAR SCHEDULE 21

Regular schedule work hours with sample time records 22

Prior adjustments with sample time records 28

HOLIDAYS 32

How to pro-rate Holiday hours for part time employees 33

2014 Holidays 35

2015 Holidays 36

Holiday scenarios 37

ADDITIONAL HOURS 49

Overtime 50

Overtime scenarios for employees without a set schedule 52

Overtime scenarios for employees with a set schedule 59

ABSENT TIME PAID	64
Compassionate leave	65
Election pay	73
Incentive leave	76
Jury duty	79
Military leave	83
Parent/Teacher meetings	86
Training	89
Workers' Comp	92
SICK LEAVE	95
Non Bargaining unit employee sick leave policy	96
Sample time record	98
Bargaining Unit sick leave policy	99
CWA 85/65 scenario and sample time record	102
ANNUAL LEAVE	104
Annual (Vacation) leave policy	105
Sample time record	107
COMP TIME EARNED	108
Explanation and sample time record	109

COMP TIME USED	111
Explanation and sample time record	112
LEAVE WITHOUT PAY	114
Voluntary furlough leave	115
Sample time records	116
ADDITIONAL EARNINGS	119
Shift differential	120
Standby	125
Lead worker	129
Temporary Promotions (NBU)	132
Employees working in a higher class (BU)	134
PAYCHECKS	136
Paycheck information	137
FY 15/16 Pay periods & pay days	138
EARNING TYPES	139
Timeserver codes	140
Special compensations	146
LEAVE DONATIONS	149
Leave donation policy	150

EMPLOYEE TIME RECORD

INFORMATION

&

INSTRUCTIONS

TIME AND ATTENDANCE

CHAPTER 100 GENERAL INFORMATION

100.1 INTRODUCTION

Public Law 99 - 150 requires state and local governments to comply with the provisions of the Fair Labor Standards Act (FLSA). Originally passed in 1938 to establish standards and controls on figuring hours worked, FLSA has been amended several times. Public Law 99 - 150 is the latest revision and required compliance by April 16, 1986.

To fully comply, the County instituted standardized recordkeeping procedures for all departments and divisions.

The standardized time record was developed with input from Payroll, ISS, Human Resources and by employees actually responsible for performing the payroll functions in the departments.

100.2 PURPOSES

Certified time and attendance records authorize payments to employees, therefore timekeepers and supervisors must understand the detailed instructions which follow so that the data provided to the Payroll Office is timely and accurate. Sample forms are included to explain entries and coding techniques.

100.3 INQUIRIES

Questions about procedures outlined here should be referred to the Manager of Compensation and Records, Human Resources or the Payroll Manager in the Payroll Office.

Recommendations for improvement and clarification are encouraged. Timekeepers and supervisors should also maintain close contact with appropriate payroll and human resources staff to resolve questions about current pay, adjustments, deductions and leave.

100.4 FORMS

Employee Time Records will be generated by Data Processing and forwarded to the departments one week in advance of the scheduled payroll period.

100.5 RETENTION OF EMPLOYEE TIME RECORDS

Completed Employee Time Records must be retained by the department for a minimum of three years. Supporting documents, e.g., leave slips, military orders, jury/grand jury summons, incentive leave and workers' compensation notices will be maintained in HRIS.

CHAPTER 101 TIMEKEEPING RESPONSIBILITIES

101.1 SUPERVISORS

Supervisors are responsible for: 1) accurately reporting time and attendance for all employees in their work group; 2) advising employees regarding leave abuses; 3) assuring that timekeepers are informed of the correct time to be charged; and, 4) assuring that time is correctly recorded by the timekeeper on the Employee Time Records.

Supervisors are required to approve and certify employees' time through the end of the pay period by signing the Employee Time Record. Corrections and alterations must be approved by a supervisor or higher level administrative authority. Employees will not be permitted to certify or approve their own Employee Time Record, except in rare circumstances where it is not practical to do otherwise and authority has been given in writing by the Department or Division Head, e.g., personnel working in the field.

101.2 TIMEKEEPERS

Timekeepers are responsible for daily recording of all time in pay and non-pay status for an assigned number of employees. This record is kept on the Employee Time Record. Timekeepers may only complete Employee Time Records for their own work group.

Timekeepers will record time and attendance based on positive knowledge of the employees' presence on or absence from the job as follows:

101.2.A Record daily hours in pay and non-pay status; keep supervisors informed as to attendance or absence of employees of whom they are responsible.

101.2.B Initiate a Personnel Action form when necessary to inform Human Resources and Payroll of changes in pay status, i.e., return from leave without pay, change in weekly work schedule, change in shift differential, lead worker or standby status.

101.2.C Complete the daily column(s) of the Employee Time Record for leave taken and have an Electronic Leave Request completed in HRIS. Record in the Explanation Section of the Employee Time Record the exceptions to an employee's regular work schedule, e.g., overtime or compensatory time earned, leave without pay, absent time paid, suspension, etc. Do not print the Electronic Leave Requests, they are not to be attached to the Employee Time Record.

101.2.D Retain copies of military leave orders, incentive leave, jury duty certificates, time cards, workers' compensation notifications and return to work notices by scanning these documents and attaching them to the Electronic Leave Request.

101.2.E Various payroll forms completed by an employee should be forwarded promptly to the Payroll Office. These forms include Form W-4, Employee's Withholding Exemption Certificate; Credit Union authorization, etc.

101.2.F Make all entries on the Employee Time Record, including "Daily Hours" totals and signatures, in ink. Do not type Employee Time Records.

101.2.G Call the Payroll Office to make corrections in reported leave or hours worked or corrections to regular or overtime pay submitted to Payroll. The timekeeper calling in the change to the Payroll Office must follow up with a memo (may e-mail).

102 EMPLOYEE TIME RECORD FORMAT

Timekeepers will record employees' activities for a two week period beginning on a Saturday at 12:01 a.m. and ending on a Friday at 12:00 midnight. Paychecks are issued biweekly on alternate Fridays. The Human Resources Department will prepare an annual Pay Period/Pay Day Schedule based on the County's fiscal year (October 1st through September 30th) as part of the Classification and Pay Plan.

The Employee Time Record is designed to provide the necessary information to accomplish the following operations: accurately compute employees' earnings, deductions and net pay; monitor and report employees' annual, sick and other leave.

The Employee Time Record is comprised of the following areas of information: Area I Basic Identifying Information; Area II Regular Scheduled Hours Worked; and, Area III Additional Earnings.

102.1 AREA I BASIC IDENTIFYING INFORMATION

Timekeepers are not required to fill in any information in Area I of the Employee Time Record for existing employees because it will be computer generated. For a newly hired employee, Area I will be completed by the timekeeper for the first pay period. The preprinted information in Area I and the timekeeper's use of such information is as follows:

102.1.A Employee Name The name of the employee for whom the Employee Time Record was printed (last name, first name, etc.).

102.1.B Employee Identification Number (EIN) The employee's ID number is used to match each employee's Employee Time Record with information on pay rates and authorized deductions permanently stored in computer payroll files.

102.1.C Pay Period Beginning and Ending Dates All two week pay periods begin at 12:01 a.m. Saturday and end on a Friday at 12:00 midnight.

102.1.D Job Title A job classification name is used to identify the type of work performed by the employee.

102.1.E Department Name (5 Digit Code and Name) A five-digit code and the name of the section/division/department used by the Payroll Office for paycheck distribution.

102.1.F Exempt Status This code indicates employee coverage under the overtime provisions of FLSA. Yes means the employee is exempt and not eligible for overtime. No means the employee is not exempt and must receive overtime in cash for all hours worked over 40 in a work week or an equivalent amount of compensatory time off.

102.1.G Regular Work Schedule Indicates the number of hours the employee is scheduled to work per week, per day and days worked per week.

103 AREA II REGULAR SCHEDULED HOURS WORKED

In Area II of the Employee Time Record, timekeepers must record daily all hours worked by each employee. All employee activity for the pay period must be properly recorded to account for the number of hours and minutes scheduled for each day. Additional lines are included for departments who want to record time to specific projects for purposes of cost accounting. Additional space is also available on the back of the form to record time to specific projects.

Each “Daily Hours” column will have preprinted numeric headings to coincide with each day of the pay period. Each day of both weeks will have four digits (2 for hours and 2 for minutes) for reporting daily time entries. Any unused form fields may be left blank, i.e., 8 hours may be entered as just 8 in the “Hours” column, with a space immediately prior to the 8 and spaces in the 2 positions of the minutes field. Timekeepers should use the following chart when posting increments of less than an hour:

Minutes	Hours
1 to 7	.00
8 to 22	.25
23 to 37	.50
38 to 52	.75
53 to 67	1.00

A 1 or 2 is preprinted in the week indicator field to designate the first and second week of the pay period.

103.1 Regular Scheduled Work Hours

Enter the number of regularly scheduled hours worked for the day. The number should not exceed the hours listed in the Hours Per Day row. Any hours worked in excess of the scheduled hours per day should be recorded in the Additional Hours row. If a non-exempt employee elects to earn compensatory time in lieu of cash payment, any time worked beyond their regular work schedule should be recorded in the Comp/Flex Earned rows.

103.2 Holiday Hours

All full time (40 hours) permanent employees in pay status are entitled to 8 hours of holiday pay (IAFF employees paid according to their contract). Part time employees are also eligible for holiday pay on a pro-rated basis, e.g., a 20 hour per week employee is entitled to 4 hours of holiday pay. Employees who work on a holiday would have 8 hours posted in the holiday row and 8 hours in the regularly scheduled hours worked row. Employees who work 40 hour weeks but work 10 hour days are entitled to 8 hours pay for the holiday.

To pro-rate holiday hours for part time employees:

For a 20 hour/week employee, take the number of holiday hours per year a full time employee gets which is 96 and divide by 2080 (the number of hours a full time employee works in a year) which gives you .04615. Take the number of hours the part time employee works in a week which is 20 and multiply it by the number of weeks in a year which is 52. You get 1040. Now take .04615 and multiply it by 1040. You get 47.996. Divide 47.996 by the number of holidays in one year which is 12. You get 3.99 or 4. A 20 hour a week employee is entitled to 4 hours of holiday pay per holiday.

For a 30 hour/week employee, take the number of holiday hours per year a full time employee gets which is 96 and divide it by 2080 (the number of hours a full time employee works in a year) which gives you .04615. Take the number of hours the part time employee works in a week which is 30 and multiply it by the number of weeks in a year which is 52. You get 1560. Now take .04615 and multiply it by 1560. You get 71.994. Divide 71.994 by the number of holidays in one year which is 12. You get 5.99 or 6. A 30 hour a week employee is entitled to 6 hours of holiday pay per holiday.

103.3 Additional Hours

The additional hours row is to record all time worked beyond an employee's regular work schedule. If a non-exempt employee works over 40 hours in a work week they will be paid at time and a half. If less than 40 it will be paid at straight time.

103.4 Sub Total

Add the total number of Regular Hours, Holiday Hours and Additional Hours and enter in the subtotal row.

103.5 Absent Time Paid

This row is used to report when an employee is absent from work and is not charged sick or vacation time but is paid as if the employee was at work. Some examples of absent time paid are: administrative leave when an employee is awaiting pre-termination hearing, at training, attending a conference, on jury duty, on incentive leave, on military leave (maximum of 17 days within a 12 month period), or out on the first seven days of Workers' Compensation. Time reported in this row does not affect an employee's sick or vacation balances or their biweekly pay. It is used for informational purposes only. NOTE: TRAINING TIME - attendance at lectures, meetings, training programs and similar activities need not be counted as time worked for overtime purposes if all the four criteria are met: 1) attendance is outside of the employee's regular working hours; 2) attendance is in fact voluntary; 3) the course, lecture or meeting is not directly related to the employee's job; and, 4) the employee does not perform any productive work during such attendance.

If an employee on their own initiative attends an independent school, college or independent trade school after hours, the time is not considered hours worked for their employer even if the courses are related to their job. Where an employer establishes for the benefit of their employees a program of instruction which corresponds to courses offered by independent bona fide institutions of learning, voluntary attendance by an employee at such courses outside of working hours would not be hours worked even if they are directly related to their job, or paid by the employer.

103.6 Sick Leave

This row is used to record all approved sick leave taken during the pay period. An Electronic Leave Request should be completed in HRIS to document the approved leave. Bargaining unit employees who had existing balances prior to the CWA bargaining unit should inform their department's payroll clerk which sick leave balance their time should be charged.

To pro-rate sick leave hours for part time **NON CWA** employees:

For a 20 hour/week NON CWA employee, take the number of sick leave hours per year a full time NON CWA employee accrues which is 104 and divide by 2080 (the number of hours a full time NON CWA employee works in a year) which gives you .05. Take the number of hours the part time NON CWA employee works in a pay period which in this example is 40. Multiply 40 by .05. You get 2. A 20 hour/week NON CWA employee earns 2 hours per pay period.

For a 30 hour/week NON CWA employee, take the number of sick leave hours per year a full time NON CWA employee accrues which is 104 and divide by 2080 (the number of hours a full time NON CWA employee works in a year) which gives you .05. Take the number of hours the part time NON CWA employee works in a pay period which in this example is 60. Multiply 60 by .05. You get 3. A 30 hour/week NON CWA employee earns 3 hours per pay period.

To pro-rate sick leave hours for part time **CWA** employees:

For a 20 hour/week CWA employee, take the number of sick leave hours per year a full time CWA employee gets which is 64 and divide by 2080 (the number of hours a full time CWA employee works in a year) which gives you .03076. Take the number of hours the part time CWA employee works in a week which is 20 and multiply it by 52. You get 1040. Now take .03076 and multiply it by 1040. You get 31.99 or 32. A 20 hour/week CWA employee is entitled to 32 hours of sick leave per year.

For a 30 hour/week CWA employee, take the number of sick leave hours per year a full time CWA employee gets which is 64 and divide by 2080 (the number of hours a full time CWA employee works in a year) which gives you .03076. Take the number of hours the part time CWA employee works in a week which is 30 and multiply it by 52. You get 1560. Now take .03076 and multiply it by 1560. You get 47.99 or 48. A 30 hour/week CWA employee is entitled to 48 hours of sick leave per year.

WORKERS' COMP INSTRUCTIONS: Employees who are on their 8th day (NOTE: 1st seven days out including weekends are not deducted from the employee's balances) of Workers' Comp can elect to supplement the 66 2/3% pay they receive from Workers' Comp by reducing their sick leave balance by 33 1/3 of any time without pay that is charged against the employee for that pay period. Vacation leave may be used after sick leave is exhausted. In order to receive 100% of biweekly wages while on Worker's Comp the following would apply:

EXAMPLE #1 — An 8 hour employee is injured the first day of the pay period. Forty hours will be paid by the employee's department and forty hours will be paid by Workers' Comp. However, the employee elects to supplement the time paid by Workers' Comp through their sick leave. The hours posted in TimeServer would be:

26.65 hours without pay and charge 13.35 to Sick Leave

To arrive at these figures divide the 8 hours paid by Workers' Comp each day by 3 = 2.67 (the amount of sick leave needed for the employee to receive 100% of their gross pay) . Subtract the amount of sick leave (2.67) from their daily work schedule of 8 hours to determine the amount of hours without pay (5.33 hours). Adding the 2.67 hours of sick time for the five days will total 13.35 and the 5.33 hours without pay will total 26.65.

EXAMPLE #2 — An 8 hour employee is out for 80 hours of Workers' Comp.

The hours posted in TimeServer would be:

53.30 hours without pay and charge 26.70 hours to Sick Leave

To arrive at these figures divide the 8 hours paid by Workers' Comp each day by 3 = 2.67 hours (the amount of sick leave needed for the employee to receive 100% of their gross pay) . Subtract the amount of sick leave (2.67 hours) from their daily schedule of 8 hours to determine the amount of hours without pay (5.33 hours). Adding the 2.67 hours of sick leave each day to supplement the employee's Workers' Comp for the 10 days of the pay period will total 26.70 and the 5.33 hours without pay for the 10 work days of the pay period will total 53.30.

EXAMPLE #3 — A 10 hour employee is out for 80 hours on Workers' Comp.

The hours posted in TimeServer would be:

53.36 hours without pay and charge 26.64 hours to Sick leave

To arrive at these figures divide the 10 hours paid by Workers' Comp each day by 3 = 3.33 (the amount of sick leave needed for the employee to receive 100% of their gross pay) . Subtract the amount of sick leave (3.33 hours) from the daily schedule of 10 hours to determine the amount of hours without pay (6.67) . Adding the 3.33 hours of sick leave needed to supplement the employee's Worker's Comp for 8 days will total 26.64 and the 6.67 hours without pay will total 53.36.

NOTE: Once an employee has returned to work after being on Workers' Comp, any time taken off by the employee for doctor's appointments, therapy, etc., are paid by the Department. Sick Leave is not to be charged.

103.7 Annual Leave

This row is used to record all approved annual leave taken during the pay period. An Electronic Leave Request should be completed in HRIS to document the approved leave.

103.8 Total

Add the figure from the Sub-total row with any time entered in the Absent Time Paid, Sick Leave and Annual Leave rows.

103.9 Comp/Flex Earned

This row is used to document additional time worked by non-exempt employees beyond their regular work schedule who elect to earn compensatory time in lieu of cash payment. Comp time balances will be entered into HRIS as earned and should be used as specified in the Merit Rules and Regulations.

Time worked beyond an employee's regular schedule can also be used to flex an employee's work schedule if the time is flexed during the same work week. A flexible schedule is one where an employee works more than their regular work schedule one day and works less than their daily schedule during the remainder of the week so that the total hours worked for the week equals (does not exceed) their regularly scheduled hours per week.

103.10 Comp/Flex Used

This row is used when an employee has a comp time balance and has time absent from work and elects to use their comp balance instead of using sick or vacation time. Employees should enter an Electronic Leave Request in HRIS to document the comp time used and the comp time balances will be adjusted in HRIS accordingly.

This row should also be used when an employee has worked beyond their regular daily schedule earlier in the work week and is flexing their schedule by working less than their regular schedule later in the week so as not to exceed their regularly scheduled hours for the week.

103.11 Total Payroll Hours

At the end of the pay period the hours in each category should be totaled. The subtotal of the regular hours, holiday hours and additional hours must exceed 40 before any time reported in the additional hours column can be paid at time and a half.

Exception: Preapproved annual leave is counted as time worked when computing overtime.

If the Subtotal is less than 40 hours, any additional hours worked would be paid at straight time. (Any time reported in the Additional Hours, Leave Without Pay, Voluntary Furlough Leave, Annual Leave and/or Sick Leave rows must be reported in TimeServer.)

103.12 Leave Without Pay

This row is used when an employee is not in a pay status. Examples of when this row would be used: when an employee is absent from work and has exhausted their sick and vacation balances; or when an employee has been given a suspension. Employees out on the 8th plus day of Workers' Comp would also have their time recorded in this row. For example, if the employee was out on Workers' Comp the entire pay period the department payroll staff would subtract 80 hours in TimeServer. See Section 103.6 for non-bargaining unit employees who elect to supplement their Workers' Comp with their sick time or vacation time. When an entry is made in the LWOP row the Explanation Section of the Employee Time Record has to be completed explaining the reason for the leave without pay.

103.13 Totals Column

103.13A Biweekly Total

Add the number of hours of sick leave, annual leave, incentive leave, additional hours and leave without pay taken in Week 1 and Week 2 and record in the biweekly column. This time will be reported to Payroll as overtime straight, minus hours or overtime at time and a half, or as time charged against annual leave or sick leave.

103.13B Prior Adjustment

Report any annual leave, sick leave or leave without pay taken the previous pay period but not reported to Payroll. This column will be used when departments have to project payroll for the end of the pay period and the entries were not made in TimeServer.

103.13C Total to Post

Total the hours posted in the Biweekly and Prior Adjustment columns and record in the Total to Post Column.

103.14 Biweekly Total of Comp Earned/Flexible Schedule

Record the number of hours worked over the employee's regular work schedule for Weeks 1 and 2.

103.15 Comp/Flexible Hours Used

Record the number of compensatory hours or flex time used for Weeks 1 and 2.

103.16 Previous Comp Time Balance

Enter the number of hours posted in the New Comp Balance column from the previous pay period.

103.17 New Comp Balance

Add the hours posted in the Comp/Flex time earned column with the hours posted in the Previous Comp Balance, minus any hours reported in the Comp/Flex time used column for the New Comp Time balance.

103.18 Explanation for absent time paid or additional time worked beyond regular work schedule

This section is used to record when and why an employee works overtime. Explain any absent time paid such as administrative leave, training, jury duty, military leave, incentive leave, furlough leave, etc.

103.19 Employee Signature

The employee **MUST** sign the Employee Time Record verifying the time reported is correct. Supervisors must not sign for the employee.

103.20 Supervisor's Signature

The supervisor **MUST** sign the Employee Time Record verifying that the time reported is correct and that any overtime or absent time paid has been authorized.

104 AREA III ADDITIONAL EARNINGS

This section should be used to report any additional pay earned/docked during the pay period. Definitions of code 1, 2 and 3 are listed below:

104.1 Code 1 (Premium adjustment plus)

Departments must identify and record any shift differential, standby, lead worker or hazard pay earned that has been reported.

104.2 Code 1 (Plus Earnings)

Record any Mileage, Tool Allowance or Certification pay paid an employee under Code 1. These amounts increase the employee's biweekly gross pay but are not included when calculating overtime for a non-exempt employee.

104.3 Code 2 (Minus Earnings)

Any reductions in an employee's pay should be reported in TimeServer.

105 Additional Hours Reported

This area is used to summarize any overtime paid at straight time, hours deducted or overtime paid at time and a half reported for the pay period.

REGULAR SCHEDULE

REGULAR SCHEDULED WORK HOURS

Enter the number of regularly scheduled hours worked for the day. The number should not exceed the hours listed in the Hours Per Day row. Any hours worked in excess of the scheduled hours per day should be recorded in the Additional Hours row. If a nonexempt employee elects to earn compensatory time in lieu of cash payment, any time worked beyond their regular work schedule should be recorded in the Comp/Flex Earned rows. (103.9)

NAME John Doe	SSN 1342	PAY PERIOD FROM: 06/01/05 TO: 06/14/05	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 20	HRS PER DAY 4	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	FOR OFFICE USE ONLY							TOTAL WEEK 1
	SAT	SUN	MON	TUE	WED	THU	FRI	
DATE	01	02	03	04	05	06	07	20
REGULAR SCHEDULED HOURS WORKED			4	4	4	4	4	+ 20
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								20

FOR OFFICE USE ONLY								TOTAL WEEK 2
SAT	SUN	MON	TUE	WED	THU	FRI		
08	09	10	11	12	13	14	20	
		4	4	4	4	4	+ 20	
							+	
							+	
							+	
							+	
							+	
SUB TOTAL								20

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
40		40

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*		TOTAL	
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.			
		TOTAL	

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								=

								+
								+
								+
TOTAL								=

40		40

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								20

								-
								+
TOTAL								20

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE				
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE

SUPERVISORS INITIALS

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

* EXPLANATION REQUIRED

NAME John Doe	SSN 1342	PAY PERIOD FROM: 06/01/05 TO: 06/14/05	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 24	HRS PER DAY 6	DAYS PER WEEK 4
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY TOTAL WEEK 1
DATE	01	02	03	04	05	06	07	
REGULAR SCHEDULED HOURS WORKED			6	6	6	6		+ 24
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								= 24

SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY TOTAL WEEK 2
08	09	10	11	12	13	14	
		6	6	6	6		+ 24
							+
							+
							+
							+
							+
SUB TOTAL							= 24

FOR OFFICE USE ONLY TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
48		48

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*		TOTAL	
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
		TOTAL	

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								=

								+
								+
								+
								=

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								= 24

								-
								+
								= 24

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C			

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--	--

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE				
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE

SUPERVISORS INITIALS

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

NAME John Doe	SSN 1342	PAY PERIOD FROM: 06/01/05 TO: 06/14/05	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK	30	HRS PER DAY	6	DAYS PER WEEK	5
-----------------------	--------------	-----------	-------------	----------	---------------	----------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
DATE	01	02	03	04	05	06	07	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED			6	6	6	6	6	+ 30
								+
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								= 30

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								=

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								= 30

LEAVE WITHOUT PAY*								
--------------------	--	--	--	--	--	--	--	--

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
DATE	08	09	10	11	12	13	14	TOTAL WEEK 2
REGULAR SCHEDULED HOURS WORKED			6	6	6	6	6	+ 30
								+
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								= 30

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								=

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								= 30

LEAVE WITHOUT PAY*								
--------------------	--	--	--	--	--	--	--	--

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
60		60

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
TOTAL			

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

PREVIOUS COMP. BAL.	
NEW COMP. BALANCE	

***EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE**

FROM:	TO:	REASON/PURPOSE	SUPERVISORS INITIALS
DATE	TIME	DATE	TIME

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
John Doe Supervisor

NAME John Doe	SSN 1342	PAY PERIOD FROM: 06/01/05 TO: 06/14/05	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	FOR OFFICE USE ONLY							TOTAL WEEK 1
	SAT	SUN	MON	TUE	WED	THU	FRI	
DATE	01	02	03	04	05	06	07	40
REGULAR SCHEDULED HOURS WORKED			8	8	8	8	8	+ 40
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								= 40

FOR OFFICE USE ONLY								TOTAL WEEK 2
SAT	SUN	MON	TUE	WED	THU	FRI		
08	09	10	11	12	13	14	40	
		8	8	8	8	8	+ 40	
							+	
							+	
							+	
							+	
SUB TOTAL							= 40	

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
80		80

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*		TOTAL	
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
		TOTAL	

ABSENT TIME PAID *										+
SICK LEAVE										+
ANNUAL LEAVE										+
TOTAL										=

										+
										+
										+
										=

80		80

COMP / FLEX EARNED*										-
COMP / FLEX USED										+
TOTAL PAYROLL HOURS										= 40

										-
										+
										= 40

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

LEAVE WITHOUT PAY*										
--------------------	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

* EXPLANATION REQUIRED

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE ■				
FROM:	TO:	REASON/PURPOSE		SUPERVISORS INITIALS
DATE	TIME	DATE	TIME	

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

NAME John Doe	SSN 1342	PAY PERIOD FROM: 06/01/05 TO: 06/14/05	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 10	DAYS PER WEEK 4
-----------------------	---------------------------	--------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY								FOR OFFICE USE ONLY
	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL WEEK 1
DATE	01	02	03	04	05	06	07	40
REGULAR SCHEDULED HOURS WORKED			10	10	10	10		+ 40
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								▶ = 40

							FOR OFFICE USE ONLY	
SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL WEEK 2	
08	09	10	11	12	13	14	40	
		10	10	10	10		+ 40	
							+	
							+	
							+	
							+	
							+	
SUB TOTAL								▶ = 40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
80		80

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (____ X ____)			
STANDBY (____ X ____)			
LEAD WORKER (____ X ____)			
HAZARD (____ X ____)			
MISC (____ X ____)			
MINIMUM OF GRADE*		TOTAL	
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
		TOTAL	

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								▶ =

								+
								+
								+
TOTAL								▶ =

80		80

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								▶ = 40

								-
								+
TOTAL								▶ = 40

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C			

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE				
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE

SUPERVISORS INITIALS

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

PRIOR ADJUSTMENTS

103.13B Prior Adjustment

Report any annual leave, sick leave or leave without pay taken the previous pay period but not reported to Payroll. This column will be used when departments have to project payroll for the end of the pay period.

NAME John Doe	SSN 1342	PAY PERIOD FROM: 06/01/05 TO: 06/14/05	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY	
	DATE	01	02	03	04	05	06	07	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED			8	8	8	8	8	+	40
PA/SL 05/30	8							+	
HOLIDAY HOURS								+	
ADDITIONAL HOURS *								+	
SUB TOTAL								▶	40

SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY		
DATE	08	09	10	11	12	13	14	TOTAL WEEK 2	
REGULAR SCHEDULED HOURS WORKED			8	8	8	8	8	+	40
HOLIDAY HOURS								+	
ADDITIONAL HOURS *								+	
SUB TOTAL								▶	40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
80	8	88

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *									+
SICK LEAVE									+
ANNUAL LEAVE									+
TOTAL									▶

ABSENT TIME PAID *									+
SICK LEAVE									+
ANNUAL LEAVE									+
TOTAL									▶

80	8	88

COMP / FLEX EARNED*									-
COMP / FLEX USED									+
TOTAL PAYROLL HOURS									▶

COMP / FLEX EARNED*									-
COMP / FLEX USED									+
TOTAL PAYROLL HOURS									▶

80	8

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

PREVIOUS COMP. BAL. _____
NEW COMP. BALANCE _____

LEAVE WITHOUT PAY* _____

LEAVE WITHOUT PAY* _____

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE				
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE

SUPERVISORS INITIALS

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

NAME John Doe	SSN 1342	PAY PERIOD FROM: 06/01/06 TO: 06/14/06	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 10	DAYS PER WEEK 4
-----------------------	---------------------------	--------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
								TOTAL WEEK 1
DATE	01	02	03	04	05	06	07	
REGULAR SCHEDULED HOURS WORKED			10	10	10	10		+ 40
PA/OT 05/30 2								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								▶ = 40

SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
							TOTAL WEEK 2
08	09	10	11	12	13	14	
		10	10	10	10		+ 40
							+
							+
							+
							+
							+
							+
SUB TOTAL							▶ = 40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
80	2	82

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			
SHIFT DIFF (____ X ____)			
STANDBY (____ X ____)			
LEAD WORKER (____ X ____)			
HAZARD (____ X ____)			
MISC (____ X ____)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *									+
SICK LEAVE									+
ANNUAL LEAVE									+
TOTAL								▶ =	

									+
									+
									+
TOTAL							▶ =		

80	2	82

COMP / FLEX EARNED*									-
COMP / FLEX USED									+
TOTAL PAYROLL HOURS								▶ = 40	

									-
									+
TOTAL							▶ = 40		

+	
-	
+	PREVIOUS COMP. BAL.
=	NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

LEAVE WITHOUT PAY*									
--------------------	--	--	--	--	--	--	--	--	--

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					SUPERVISORS INITIALS
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	
05/30	5:00	05/30	7:00	OVERTIME - URGENT RECORDS REQUEST	<i>JDS</i>

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

HOLIDAYS

HOLIDAYS

All permanent employees working at least 20 hours per week receive holiday pay for 10 holidays and 2 “floating” holidays per year. Permanent part employees who work less than 40 hours per week but at least 20 hours per week receive holiday pay on a pro-rated basis. Part time employees who work less than 20 hours per week and temporary, on call and substitute employees are not eligible to receive holiday pay.

Employees must be in pay status the scheduled work day before and after a holiday to be granted holiday pay. (As long as the employee is in pay status for any part of the day before and the day after a holiday, they are entitled to the holiday pay.)

NOTE: Bargaining Unit employees who are on 85/65 are entitled to pro-rated Holiday pay.

Examples of how to pro-rate Holiday hours for part time employees:

20 hour/week employee

Take the amount a full time employee would get (96 hours) and divide by 2080 (.04615) . Take the number of hours the part time employee works (20) and multiply it by 52 (1040) . Now take the .04615 and multiply it by 1040. You get 47.9 or 48. A 20 hour a week employee is entitled to a total of 48 hours of Holiday pay per year. (4 hours per holiday)

24 hour/week employee

Take the amount a full time employee would get (96 hours) and divide by 2080 (.04615). Take the number of hours the part time employee works (24) and multiply it by 52 (1248) . Now take the .04615 and multiply it by 1248. You get 57. A 24 hour a week employee is entitled to a total of 57 hours of Holiday pay per year. (4.75 hours per holiday)

30 hour/week employee

Take the amount a full time employee would get (96 hours) and divide by 2080 (.04615). Take the number of hours the part time employee works (30) and multiply it by 52 (1560) . Now take the .04615 and multiply it by 1560. You get 71.9 or 72. A 30 hour a week employee is entitled to a total of 72 hours of Holiday pay per year. (6 hours per holiday)

32 hour/week employee

Take the amount a full time employee would get (96 hours) and divide by 2080 (.04615). Take the number of hours the part time employee works (32) and multiply it by 52 (1664) . Now take the .04615 and multiply it by 1664. You get 76.79 or 77. A 32 hour a week employee is entitled to a total of 77 hours of Holiday pay per year. (6.5 hours per holiday)

2014 Holiday Schedule

New Year's Day	Wednesday, January 1, 2014
Martin Luther King, Jr.	Monday, January 20, 2014
Presidents' Day	Monday, February 17, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Columbus Day	Monday, October 13, 2014
Veterans' Day	Tuesday, November 11, 2014
Thanksgiving Day	Thursday, November 27, 2014
Floating Holiday	Friday, November 28, 2014
Christmas Holiday	Thursday, December 25, 2014
Floating Holiday	Friday, December 26, 2014

2015 Holiday Schedule

New Year's Day	Thursday, January 1, 2015
Martin Luther King, Jr.	Monday, January 19, 2015
Presidents' Day	Monday, February 16, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Columbus Day	Monday, October 12, 2015
Veterans' Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015
Floating Holiday	Friday, November 27, 2015
Christmas Holiday	Thursday, December 24, 2015
Floating Holiday	Friday, December 25, 2015

Holiday Scenario #1

Permanent full time employee whose work schedule is 40-10-4 during a week with a county holiday.

Week #1

This employee's schedule has been changed to four eight hour days.

Week #2

The employee returns to their regular schedule working four ten hour days.



Holiday Scenario #2

Permanent full time employee whose work schedule is 40-10-4 during a week with a county holiday.

Week #1

This employee's schedule remains the same. Since permanent full time employees are paid 8 hours for a holiday, this employee must take two hours of annual leave during the week in order to be paid for 40 hours.

Week #2

The employee works their regular schedule working four ten hour days.



Holiday Scenario #3

Permanent full time employee whose work schedule is 40-8-5 during a week with a county holiday.

Week #1

This employee works their regular schedule for the remainder of the week following the holiday.

Week #2

The employee works their regular schedule.



Holiday Scenario #4

Permanent full time employee whose work schedule is 40-8-5 during a week with a county holiday. This employee is scheduled to work on Saturdays with Fridays off.

Week #1

This employee works their regular schedule for the rest of the week containing the holiday.

Week #2

The employee works their regular schedule.



Holiday Scenario #5

Permanent full time employee whose work schedule is 40-8-5. This employee resigns effective Friday the 26th. There is a county holiday on Monday the 29th.

Week #1

This employee works their regular schedule with Friday the 26th being their last day of employment with the county.

Week #2

Monday the 29th is a county holiday. This employee is not entitled to holiday pay. Employees must be in pay status the scheduled work day before and after a holiday to be granted holiday pay.



Holiday Scenario #6

Permanent part time employee whose work schedule is 20-4-5.

Week #1

Employee will be paid 4 hours holiday pay. Employee works their regular schedule for the remainder of the week.

Week #2

Employee will be paid 4 hours holiday pay. Employee works an additional 4 hours on the 2nd.



REGULAR WORK SCHEDULE	HRS PER WEEK	20	HRS PER DAY	4	DAYS PER WEEK	5
-----------------------	--------------	-----------	-------------	----------	---------------	----------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY TOTAL WEEK 1
DATE	23	24	25	26	27	28	29	
REGULAR SCHEDULED HOURS WORKED				4	4	4	4	+ 16
								+
								+
								+
HOLIDAY HOURS			4					+ 4
ADDITIONAL HOURS *								+
SUB TOTAL								= 20

SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY TOTAL WEEK 2
30	31	01	02	03	04	05	
			4	4	4	4	+ 16
							+
							+
							+
		4					+ 4
			4				+ 4
SUB TOTAL							= 24

FOR OFFICE USE ONLY TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
44		44

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								=

								+
								+
								+
TOTAL								=

44		44

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								= 20

								-
								+
TOTAL								= 24

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C			
		4	4

LEAVE WITHOUT PAY*								
--------------------	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

***EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE**

FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	SUPERVISORS INITIALS
01/02	7AM	01/02	11AM	Extra hours worked	JDS

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

ADDITIONAL HOURS

OVERTIME

OVERTIME

Merit Rule pertaining to overtime states “all overtime must be scheduled and authorized in advance by the department head.”

Job classes designated as exempt (EX) are not eligible for additional pay for overtime, but may earn compensatory time on an hour for hour basis. (This also applies to part time exempt employees .)

General employees designated as non-exempt (NE) are eligible for overtime pay and may be paid at time and one half of their regular rate of pay for all hours over 40 in a work week OR an equivalent amount of compensatory time.

Bargaining unit employees are eligible for overtime pay at time and one half of their regular rate of pay for all hours over 40 in a work week. Bargaining unit employees are eligible for compensatory time at time and one half. Bargaining unit employees will be paid for any unused compensatory time at the end of the fiscal year.

Overtime payments are computed on a weekly basis (Saturday through Friday) using the employee’s regular rate of pay (base pay plus shift differential, standby pay, lead worker pay, hazard pay, retroactive pay increases and lump sum increases) . Consult the following lists to determine what is considered time worked.

CWA BARGAINING UNIT EMPLOYEES

NON-EXEMPT NON-BARGAINING UNIT EMPLOYEES

Time Worked

Not considered Time Worked

Holidays
Previously scheduled
annual leave*
Compassionate Leave
Union Leave
Comp Time
Incentive Leave
Jury Duty
Blood Donation
Parent Teacher Conference
Furlough Leave
Clinic/EAP visits
Building Evacuations
County Interviews

Sick time
Annual leave not previously scheduled
LOA
Workers’ Comp
Disability Leave
Military Leave

Time Worked

Not considered Time Worked

Holidays
Previously scheduled
annual leave*
Compassionate Leave
Comp Time
Incentive Leave
Jury Duty
Blood Donation
Parent Teacher Conference
Clinic/EAP visits
Building Evacuations
County Interviews

Sick time
Annual leave not previously scheduled
LOA
Workers’ Comp
Disability Leave
Military Leave

***For the purpose of overtime, previously scheduled annual leave would be annual leave scheduled at least 24 hours in advance.**

OVERTIME SCENARIOS FOR
EMPLOYEES WITHOUT A SET
SCHEDULE

Overtime Scenario #1

Bargaining Unit employee whose work schedule is 40-8-5 works 8 hours on December 26th which is a county holiday. The employee uses 1 hour of sick leave on December 25th. January 2nd is a county holiday.

Week #1

This employee would be paid for 47 hours plus 8 hours holiday which totals 55 hours. All hours worked over 40 would be paid as overtime (time and one half) . This employee is entitled to 15 hours of overtime pay and 1 hour at straight time (sick hours are not considered hours worked for computing overtime). 1 hour would be deducted from this employee's sick leave balance.

Week #2

This employee would be paid for 32 hours plus 8 hours for the holiday which totals 40 hours.

(A non-exempt non-bargaining unit employee working the same hours for this pay period would be paid the same as this bargaining unit employee.)

NAME John Doe	SSN 1342	PAY PERIOD FROM: 12/24/06 TO: 01/06/07	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY TOTAL WEEK 1
DATE	24	25	26	27	28	29	30	
REGULAR SCHEDULED HOURS WORKED		7		8	8	8	8	+ 39
								+
								+
								+
HOLIDAY HOURS			8					+ 8
ADDITIONAL HOURS *			8					+ 8
SUB TOTAL								= 55

SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY TOTAL WEEK 2
31	01	02	03	04	05	06	
	8			8	8	8	+ 32
							+
							+
							+
		8					+ 8
SUB TOTAL							= 40

FOR OFFICE USE ONLY TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
95		95

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *								+
SICK LEAVE		1						+ 1
ANNUAL LEAVE								+
TOTAL								= 1

								+
								+ 1
								+
TOTAL								= 96

96		96

COMP / FLEX EARNED*								-
COMP / FLEX USED								+ 56
TOTAL PAYROLL HOURS								= 56

								-
								+ 40
TOTAL								= 40

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C	8		8

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--	--

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	SUPERVISORS INITIALS
12/25	4:00	12/25	5:00	Sick Leave hours are not considered hours worked for computing overtime	
12/26	8:00	12/26	5:00	Additional hours scheduled	<i>JDS</i>

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

Overtime Scenario #2

Bargaining unit employee whose work schedule is 40-8-5 takes previously scheduled annual leave on December 29th and 30th. This employee works an additional 8 hours on December 24th. December 26th is a county holiday. On January 5th and 6th this employee has jury duty. January 2 is a county holiday.

Week #1

This employee would be paid for 40 hours (16 hours worked plus 16 previously scheduled annual leave hours) plus 8 hours for the holiday which totals 48 hours. All hours worked over 40 would be paid as overtime (time and one half) . 16 hours would be deducted from this employee's annual leave balance.

Week #2

This employee would be paid for 16 hours plus 8 hours for the holiday plus 16 hours for jury duty which totals 40 hours.

(A non-exempt non-bargaining unit employee working the same hours for this pay period would be paid the same as this bargaining unit employee.)

Overtime Scenario #3

Bargaining Unit employee whose work schedule is 40-8-5 reports to work from 7:30 a.m. to 4:00 p.m. on February 5th, then reports back to work at 10:00 p.m. on February 5th and works until 6:30 a.m. on the 6th. This employee reports to work from 7:30 a.m. to 4:00 p.m. on February 12th then reports back to work at 10:00 p.m. on February 12th and works until 6:30 a.m. on the 13th.

Week #1

Because this is a bargaining unit employee, the hours worked for Wed/Thur would be paid as overtime. According to the CWA contract, “if an employee works more than 12 hours in any 24 hour period, s/he will be paid time and one-half for the hours in excess of their normally scheduled shift”. This employee would be entitled to 8 hours of overtime even though the total hours worked for the week do not exceed 40. 8 hours would be deducted from the sick leave balance.

Week #2

Because this is a bargaining unit employee, the hours worked for Wed/Thur would be paid as overtime. According to the CWA contract, “if an employee works more than 12 hours in any 24 hour period, s/he will be paid time and one-half for the hours in excess of their normally scheduled shift”. This employee would be entitled to 8 hours of overtime even though the total hours worked for the week do not exceed 40.

NAME John Doe	SSN 1342	PAY PERIOD FROM: 02/01/06 TO: 02/14/06	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
	01	02	03	04	05	06	07	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED			8	8	8			+ 24
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *				8				+ 8
SUB TOTAL								= 32

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
	08	09	10	11	12	13	14	TOTAL WEEK 2
REGULAR SCHEDULED HOURS WORKED			8	8	8			+ 32
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *				8				+ 8
SUB TOTAL								= 40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
72		72

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*		TOTAL	
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
		TOTAL	

ABSENT TIME PAID *								+
SICK LEAVE					8			+ 8
ANNUAL LEAVE								+
TOTAL								= 8

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								= 80

8		8
80		80

COMP / FLEX EARNED*								-
COMP / FLEX USED								+ 40
TOTAL PAYROLL HOURS								= 40

COMP / FLEX EARNED*								-
COMP / FLEX USED								+ 40
TOTAL PAYROLL HOURS								= 40

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C	8	8	16

LEAVE WITHOUT PAY* _____

* EXPLANATION REQUIRED

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					SUPERVISORS INITIALS
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	
02/05	10:00	02/07	6:30	Filling in for absent employee	<i>JDS</i>
02/12	10:00	02/13	6:30	Filling in for absent employee	<i>JDS</i>

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

OVERTIME SCENARIOS FOR
EMPLOYEES WITH A SET SCHEDULE

Overtime Scenario #4

Bargaining Unit employee whose work schedule is 40-8-5 reports to work from 7:30 a.m. to 4:00 p.m. Monday through Friday. Monday, February 10th is a Holiday. The employee is asked to work the Holiday to cover the night shift.

Week #1

This employee would be paid for 40 hours.

Week #2

This employee will be paid for 32 hours plus 8 hours for the holiday plus 8 hours overtime and a shift differential for covering the night shift.

Overtime Scenario #5

Bargaining Unit employee whose work schedule is 40-8-5 reports to work from 7:30 a.m. to 4:00 p.m. Sunday through Thursday. Monday, February 10th is a Holiday. The employee calls in sick on February 10th.

Week #1

This employee would be paid for 40 hours.

Week #2

This employee will be paid for 32 hours plus 8 hours for the holiday. The employee would be paid 8 hours of overtime at the straight time rate and he would be charged for 8 hours of sick leave.

NAME John Doe	SSN 1342	PAY PERIOD FROM: 02/01/06 TO: 02/14/06	TITLE Utility PI Oper 1	DEPT/DIV Water Utilities/Plants	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	-----------------------------------	---	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	FOR OFFICE USE ONLY							TOTAL WEEK 1
	SAT	SUN	MON	TUE	WED	THU	FRI	
DATE	01	02	03	04	05	06	07	40
REGULAR SCHEDULED HOURS WORKED			8	8	8	8	8	+ 40
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								40

FOR OFFICE USE ONLY								TOTAL WEEK 2
SAT	SUN	MON	TUE	WED	THU	FRI		
08	09	10	11	12	13	14		32
			8	8	8	8		+ 32
								+
								+
								+
		8						+ 8
								+
SUB TOTAL								40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
80		80

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*		TOTAL	
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.			
		TOTAL	

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								=

								+
		8						+ 8
								+
TOTAL								= 8

88		88

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								= 40

								-
								+ 8
TOTAL								= 48

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A		8	8
B			
C			

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--	--

PREVIOUS COMP. BAL. _____
NEW COMP. BALANCE _____

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					SUPERVISORS INITIALS
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	

EMPLOYEE SIGNATURE AND DATE <i>Employee Signature & Date</i>	SUPERVISOR'S SIGNATURE AND DATE <i>Supervisor Signature & Date</i>
---	---

ABSENT TIME PAID

COMPASSIONATE LEAVE

COMPASSIONATE LEAVE

Non Bargaining Unit Employees

In the event of a death in the employee's immediate family, the employee will be granted leave with pay. Such leave will be for up to three consecutive work days within the state and four consecutive work days outside the state based on their current work schedule. If additional time is needed, it would be deducted from their sick leave balance. These hours are pro-rated for part time employees.

The definition of immediate family includes mother, father, sister, brother, children, grandchildren, grandparents, stepchildren, stepparents, spouse, certified domestic partner and eligible dependents (children) of a certified domestic partner, mother-in-law and father-in-law.

Vacation leave may be granted to attend funerals of friends or family not covered by the definition of immediate family.

Bargaining Unit Employees

In the event of a death in the employee's immediate family, the employee will be granted leave with pay. Such leave will be for up to three consecutive work days within the state and four consecutive work days outside the state based on their current work schedule. If additional time is needed, it would be deducted from their sick leave balance. These hours are pro-rated for part time employees.

The immediate family shall include the employee's mother, father, sister, brother, children, grandparents, grandchildren, spouse, certified domestic partner and eligible dependents (children) of a certified domestic partner, mother-in-law, father-in-law, stepchildren and stepparents.

Vacation leave may be granted to attend funerals of friends or family not covered by the definition of immediate family.

NAME Non bargaining unit employee	SSN 1342	PAY PERIOD FROM: 02/01/06 TO: 02/14/06	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
---	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	FOR OFFICE USE ONLY							TOTAL WEEK 1
	SAT	SUN	MON	TUE	WED	THU	FRI	
DATE	01	02	03	04	05	06	07	16
REGULAR SCHEDULED HOURS WORKED			8	8				+ 16
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								▶ = 16

FOR OFFICE USE ONLY								TOTAL WEEK 2
SAT	SUN	MON	TUE	WED	THU	FRI		
08	09	10	11	12	13	14		40
		8	8	8	8	8		+ 40
								+
								+
								+
								+
								+
SUB TOTAL								▶ = 40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
56		56

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (____ X ____)			
STANDBY (____ X ____)			
LEAD WORKER (____ X ____)			
HAZARD (____ X ____)			
MISC (____ X ____)			
MINIMUM OF GRADE*		TOTAL	
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
		TOTAL	

ABSENT TIME PAID *					8	8	8	+ 24
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								▶ = 24

								+ 24
								+
								+
TOTAL								▶ = 80

80		80

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								▶ = 40

								-
								+
TOTAL								▶ = 40

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C			

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--

* EXPLANATION REQUIRED

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	SUPERVISORS INITIALS
02/05	8:00	02/07	5:00	Compassionate Leave (mother-in-law) in state	<i>JDS</i>

EMPLOYEE SIGNATURE AND DATE
John Doe

SUPERVISOR'S SIGNATURE AND DATE
John Doe Supervisor

NAME Bargaining unit employee	SSN 1342	PAY PERIOD FROM: 02/01/06 TO: 02/14/06	TITLE MEO II	DEPT/DIV Parks	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
---	--------------------	--	------------------------	--------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 10	DAYS PER WEEK 4
-----------------------	---------------------------	--------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
	01	02	03	04	05	06	07	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED								+
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								=

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
	08	09	10	11	12	13	14	TOTAL WEEK 2
			10	10	10	10		+
								+
								+
								+
								+
								+
SUB TOTAL								= 40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
40		40

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			▼
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *			10	10	10	10		+	40
SICK LEAVE								+	
ANNUAL LEAVE								+	
TOTAL								= 40	

								+	40
								+	
								+	
TOTAL								= 80	80

COMP / FLEX EARNED*								-	
COMP / FLEX USED								+	
TOTAL PAYROLL HOURS								= 40	

								-	
								+	
TOTAL								= 40	

PREVIOUS COMP. BAL. _____
NEW COMP. BALANCE _____

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

LEAVE WITHOUT PAY* _____

* EXPLANATION REQUIRED

***EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE**

FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	SUPERVISORS INITIALS
02/03	8:00	02/06	5:00	Compassionate leave (mother-in-law) out of state	JDS

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

ELECTION PAY

ELECTION PAY

Before each major election County Administration determines whether or not employees who assist at the polls and perform other related election functions for major elections will be paid by the Supervisor of Elections for their time worked AND by the County. County Administration also determines whether or not employees will be paid by the County for time spent to attend training. If County Administration determines employees will not be paid for working at the polls and/or performing other related election functions, employees must receive supervisory approval and use vacation time.

If employees wish to participate in early voting, or in city elections they must receive supervisory approval and use vacation leave.

Before each major election County Administration determines whether or not employees will be paid administrative leave for election day, as well as the necessary advanced training. If approved by Administration, any hours worked over 40 in the same week as the employee works for election day and/or for the training will be paid at time and one half for non exempt employees and straight hour for hour for exempt employees.

No comp time is to be awarded. Travel time is not paid.



INCENTIVE LEAVE

INCENTIVE LEAVE

An employee may be awarded incentive leave several times throughout the year, not to exceed 8 or 10 hours (depending on work schedule) per incident and not to exceed 20 hours annually. Incentive leave cannot accumulate or be carried over beyond the calendar year in which it was awarded to the employee. Incentive leave balances will be reset to zero at the end of the pay period in which December 31 falls and unused incentive leave time will be lost.

Incentive leave requires Department Head approval. Electronic Employee Leave Requests will be completed in HRIS. Incentive leave will be marked as “Leave with Pay” and “Incentive Leave Taken” will be specified on the Electronic Employee Leave Request.

An employee on incentive leave will be paid his/her regular hourly rate. Incentive leave is considered time worked for overtime purposes.

NOTE: Employees will not be paid for unused incentive leave upon termination.



NAME John Doe	SSN 1342	PAY PERIOD FROM: 11/01/06 TO: 11/14/06	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY	
	DATE	01	02	03	04	05	06	07	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED			8	8	8	8			+ 32
HOLIDAY HOURS									+ 0
ADDITIONAL HOURS *									+ 0
SUB TOTAL									= 32

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY	
	DATE	08	09	10	11	12	13	14	TOTAL WEEK 2
REGULAR SCHEDULED HOURS WORKED			8	8	8	8	8		+ 40
HOLIDAY HOURS									+ 0
ADDITIONAL HOURS *									+ 0
SUB TOTAL									= 40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
72		72

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *										8	+ 8
SICK LEAVE											+ 0
ANNUAL LEAVE											+ 0
TOTAL											= 8

ABSENT TIME PAID *												8	+ 8
SICK LEAVE													+ 0
ANNUAL LEAVE													+ 0
TOTAL											= 8		

8	8
80	80

COMP / FLEX EARNED*											- 0
COMP / FLEX USED											+ 0
TOTAL PAYROLL HOURS											= 40

COMP / FLEX EARNED*											- 0
COMP / FLEX USED											+ 0
TOTAL PAYROLL HOURS											= 40

0	0
----------	----------

LEAVE WITHOUT PAY*											
--------------------	--	--	--	--	--	--	--	--	--	--	--

LEAVE WITHOUT PAY*											
--------------------	--	--	--	--	--	--	--	--	--	--	--

0	0
----------	----------

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	SUPERVISORS INITIALS
02/07	8:00	02/07	5:00	Incentive Leave	<i>JDS</i>

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

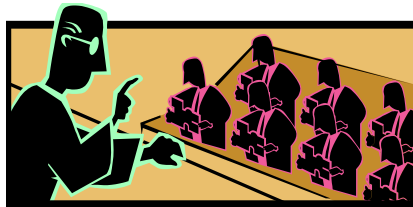
SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

JURY DUTY

JURY DUTY

Leave with pay is granted based on the employee's current daily work schedule. The employee must provide a summons for jury duty or a subpoena to appear as a witness, or as an expert witness. If the employee has a personal interest in a lawsuit, the employee would select vacation leave under the general leave type under leave with pay in HRIS. If the subpoena received by the employee is work related, the employee would select subpoena under the general leave type under leave with pay in HRIS. Payment received by the employee for jury or witness duty, except for mileage reimbursement, must be endorsed over to the county and submitted to the Finance Department.

If an employee is summoned to appear for jury duty on their scheduled day off overtime will not be paid to the employee.



NAME John Doe	SSN 1342	PAY PERIOD FROM: 11/01/06 TO: 11/14/06	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	FOR OFFICE USE ONLY							TOTAL WEEK 1
	SAT	SUN	MON	TUE	WED	THU	FRI	
DATE	01	02	03	04	05	06	07	40
REGULAR SCHEDULED HOURS WORKED			8	8	8	8	8	+ 40
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								40

FOR OFFICE USE ONLY								TOTAL WEEK 2
SAT	SUN	MON	TUE	WED	THU	FRI		
08	09	10	11	12	13	14	24	
				8	8	8	+ 24	
							+	
							+	
							+	
							+	
							+	
SUB TOTAL								24

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
64		64

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.			
	TOTAL		

ABSENT TIME PAID *									+
SICK LEAVE									+
ANNUAL LEAVE									+
TOTAL									16

		8	8						+	16
									+	
									+	
TOTAL										16

80		80

COMP / FLEX EARNED*									-
COMP / FLEX USED									+
TOTAL PAYROLL HOURS									40

									-	
									+	
TOTAL										40

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C			

LEAVE WITHOUT PAY*									
--------------------	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

PREVIOUS COMP. BAL. _____
NEW COMP. BALANCE _____

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					SUPERVISORS INITIALS
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	
11/10	8:00	11/11	5:00	Jury Duty	<i>JDS</i>

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

MILITARY LEAVE

MILITARY LEAVE

Employees who are members of a military reserve unit or National Guard unit must present to their Department Head their orders for annual field duty. They will receive military leave with pay, not to exceed two hundred forty (240) hours in any one calendar year for training **AND** the first 30 days of deployment. Any additional military leave taken will be deducted from annual leave or to leave without pay if an employee has no annual leave. However, employees may request instead to have the additional time deducted without pay.

NOTE: If an employee is on active duty for more than 240 hours, you would need to initiate a Personnel Action Form putting that employee on military leave of absence. Scan and attach a copy of the employee's orders showing how much he/she will be paid by the military. Calculate the difference in what the military will be paying the employee and what the employee earns with the county. That becomes the employee's new hourly rate. Since you cannot change the hourly rate on HRIS on the Personnel Action Form, scan and attach a sheet showing your calculations to the Personnel Action Form.



PARENT/TEACHER MEETINGS

PARENT/TEACHER MEETINGS

Employees are permitted to take up to four hours (two hours per meeting) leave with pay per calendar year per child for attendance at parent/teacher meetings. Such leave must be approved in advance by the employee's immediate supervisor. Two meetings per calendar year are the maximum allowable. Official documentation from the school that the meeting occurred is required.

Employees wishing to volunteer in classrooms are permitted to do so by flexing their work schedules when possible. A maximum of four hours per month is allowable. Supervisory permission is required and employees must flex their schedules within the same work week.



TRAINING

No employee leave requests are to be initiated for training provided by Palm Beach County at any Palm Beach County location. No entries are made on the employee's time record or in TEA.

Employee leave requests are to be initiated for training provided by businesses other than Palm Beach County and for training provided at locations outside Palm Beach County. Entries are to be made on the employee's time record or in TEA.

WORKERS COMP

WORKERS' COMP

Workers' Compensation questions should be asked of the Risk Management Department at 233-5400.

SICK LEAVE

NON BARGAINING UNIT EMPLOYEE SICK LEAVE

Sick leave is earned biweekly and the accrual is based on 10% of an employee's scheduled hours per week, not to exceed 40 hours per week, times 26 pay periods.

The maximum accumulation of sick leave is unlimited.

Employees will not accrue sick leave in any biweekly pay period in which more than one half of their biweekly schedule is reported as leave without pay.

A new employee will start accruing sick leave after one full pay period.

Immediate family for sick leave purposes is defined as spouse, parent, child, domestic partner and eligible dependents of a domestic partner.

Employees transferring from the Clerk & Comptroller, Tax Collector, Sheriff's Office, Supervisor of Elections, Palm Tran or Property Appraiser's to any department under the jurisdiction of the Board of County Commissioners, without a break in service, will keep their original date of hire and may have their sick leave credits transferred up to 240 hours beginning with the date of employment with the Board.

When an employee goes from a CWA bargaining unit position to a non bargaining unit position, they keep whatever CWA bargaining unit sick leave they have (up to 8 days) and they can start accruing on top of that.

When an employee goes from a non bargaining unit position to a CWA bargaining unit position, the sick leave they have accrued is frozen in a bank to be paid at termination at whatever is the appropriate payout, and they then come under the CWA bargaining unit policy and do not accrue any further sick leave. Since the balance is frozen, they cannot use it.

An employee must report a pregnancy to the Occupational Health Clinic before the end of the first trimester (3 months) of pregnancy.

Employees absent for an illness of five or more consecutive work days must report to the Occupational Health Clinic for written clearance and take a note from their physician stating ability to return to regular duty, or indicating any limitations. NOTE: Employees are no longer required to go to the Occupational Health Clinic for written clearance to return to work after three days.

If employees are on long term medical leave and exhaust sick leave balances, vacation leave will be used before putting the employee on leave without pay. Use of vacation leave for sick leave purposes will be approved or denied by the department head for short term leave (5 days/40 hours or less).

Employees may not take leave in the same pay period in which they earn it. Any leave taken must have been recorded on the prior pay period check.

Sick leave cannot be used for vacation or conducting personal business.

Employees hired before 10/01/94 who voluntarily resign in good standing after completing ten or more years of continuous, unbroken County service are eligible to be paid 50% of their unused sick leave, not to exceed 500 hours or the amount they would have been paid as of September 30, 1994, had they resigned on that date, whichever is greater.

All employees hired as of 10/01/94 will be paid for 10% of accrued sick time after ten years of employment, not to exceed 500 hours.

NAME John Doe	SSN 1342	PAY PERIOD FROM: 02/01/06 TO: 02/14/06	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
	01	02	03	04	05	06	07	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED								+
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								=

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
	08	09	10	11	12	13	14	TOTAL WEEK 2
			8	8	4		8	+ 28
								+
								+
								+
								+
								+
SUB TOTAL								= 28

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
28		28

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			▼
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *									+
SICK LEAVE			8	8	8	8	8		+ 40
ANNUAL LEAVE									+
TOTAL								= 40	

									+
				4		8			+ 12
									+
TOTAL								= 12	

52		52
80		80

COMP / FLEX EARNED*									-
COMP / FLEX USED									+
TOTAL PAYROLL HOURS								= 40	

									-
									+
TOTAL								= 40	

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--	--

***EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE**

FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	SUPERVISORS INITIALS
02/03	8:00	02/07	5:00	SICK LEAVE - FMLA	<i>JDS</i> <i>JDS</i>
02/12	1:00	02/13	5:00	SICK LEAVE - FMLA	

EMPLOYEE SIGNATURE AND DATE
Employee signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

Bargaining Unit Employee Sick Leave

Section 1. Amount of Sick Leave. All regular, full time employees covered by this Agreement shall be provided with eight (8) paid sick leave days (64 hours) per fiscal year commencing October 1, 2003. All permanent part time employees shall be entitled to a pro-rated portion of the eight (8) day payment based upon their scheduled hours, i.e., a 20 hours per week employee will receive 32 hours pay. Employees hired after October 1, 1997, will accrue sick leave days based upon their hire date and the following schedule:

<u>Month of Hire</u>	<u>Days Accrued</u>
October	8
November	7
December	6
January	5
February	4
March	3
April	2
May	1

Payment for any unused sick leave shall be made to the employee in the form of a bonus check in a lump sum amount at the end of the fiscal year, provided the employee is still on the payroll at that time. The check shall be calculated as of September 30 and paid to employees in mid-December. Employees who terminate after September 30th but before the mid-December payment, will be paid this balance at their date of termination. Employees who leave County employment shall receive 50% of their unused sick leave. New employees who terminate must work a complete pay period prior to receiving any payment for their sick leave.

Employees who have been out on sick leave (85/65) **must** return to work for at least ½ of their biweekly schedule in order to be eligible for the hours credited at the start of the new fiscal year.

Section 2. Utilization of Sick Leave. Sick time taken during the year, up to the maximum of eight (8) days, will be time off with pay at the time it is taken. Sick time taken in excess of eight (8) days will be paid according to the following:

NOTE: Employees may use their accrued vacation leave when their 64 hours of sick leave have been exhausted **IF** they have an active FMLA certification in place. For example, if an employee has exhausted their 64 hours and are on intermittent FMLA, they may use their vacation leave. This does not mean, however, that employees can use vacation time to extend the time period of the 85/65 benefit. In other words, if the employee exhausts the 85/65 benefit, they cannot use vacation time for additional time needed. Once the 85/65 benefit starts, no other leave may be substituted for it or used to supplement it.

1.If employees are eligible because of seniority for 85% or 65% benefits, they must use these benefits second after exhausting the 64 hours, or the pro-rated portion thereof. No vacation leave can be used to substitute for or supplement the 85/65% benefits. EXCEPTION: If an employee has a sick leave bank (prior to 10/82), they can either use time from the existing bank **or** they can use the 64 hours and then the 85/65%. **They cannot use both.**

2. If an employee has previously used all eight (8) days sick leave but is eligible for 85% benefit on day #9 (or hour 65) of the leave, s/he may choose to use vacation leave or be docked while waiting until the 85% becomes effective.

3. Employees will be eligible for one first-time 85/65% medical leave of absence per fiscal year in accordance with Section 3 If the employee returns to work from a first-time 85/65% medical leave without utilizing all available benefits and is out again due to illness/injury for five (5) or more consecutive work days, the 85/65% compensation will continue from where it left off payable from day one of the subsequent absence

The same shall apply to any additional qualifying absences during the fiscal year until all 85/65% benefits are exhausted. Employees who return to work from an 85/65% leave of absence due to a critical or life-threatening illness/injury but who continue on a scheduled treatment plan directly related to this medical condition may be eligible to use their remaining 85/65% benefits to cover time off for such treatment without serving another waiting period. The treatment plan must be prescribed by the employee's physician and is subject to authorization by County's Occupational Health Clinic.

In the event the County chooses to operate a Sick Leave Pool, bargaining unit members who join the Sick Leave Pool will be allowed to supplement 85/65% benefits with vacation leave.

Sick leave may be used for illness or injury to the employee or to his/her immediate family if the employee is needed to provide care to the family member. Immediate family is defined as spouse, parent or child as per the Family Medical Leave Act. Sick leave may also be used for medical or dental appointments of the employee or the employee's immediate family.

Section 3. Leave Beyond Eight (8) Days. Regular, full time (40 hours) employees who are off work due to illness or injury of the employee for eight (8) consecutive days or more* shall receive pay in the amount of 85% of their regular straight time earnings for each consecutive work day missed in accordance with their years of service and the following schedule:

<u>Years of Service</u>	<u>Days of Consecutive Absence Paid for</u>
6 mos but less than 1 yr	9 **
1 but less than 2	9 through 11 (24 hours)
2 but less than 3	9 through 16 (64 hours)
3 but less than 4	9 through 21 (104 hours)
4 but less than 5	9 through 26 (144 hours)
5 and over	9 through 30 (176 hours)

All permanent part time employees shall be entitled to receive pay under this Section based upon their normal scheduled day, i.e., employees who work 4 hours per day will receive 85% or 65% of their regular, straight time pay for 4 hours of each covered day of absence. Full time employees who have been absent and receiving 85/65% pay and who can return to limited and/or modified duty part time can continue to receive 85/65% pay for the portion of their scheduled hours they are not able to work.

* For purposes of this section, eight (8) consecutive work days means 64 hours of work and a work day shall be 8 hours.

** Meaning that the employee is paid for the 9th day of absence, or for the 65th - 72nd hours.

Employees with six (6) or more years of service will be paid for an absence due to illness or injury of the employee for consecutive days of absence beginning with the 31st day, in the amount of 65% of the employee's regular, straight time earnings, for a maximum of 1,040 hours. This payment will be paid by the County or by an insurance carrier at the County's option but will only be paid under any circumstances until the sooner of:

- (a) The employee returns to work;
- (b) receives a disability retirement;
- (c) retires on any other basis;
- (d) quits;
- (e) is determined by competent medical expert of the County's choosing to be fit to return to work; or,
- (f) it is determined by competent medical expert of the County's choosing that the employee will not be fit to return to work within six (6) months from the 31st consecutive day of the absence; or
- (g) six (6) months measured from the 31st consecutive day of the absence.

Payment received under this Section 3 shall be offset by any Workers' Compensation benefit received by the employee for the same period. An employee who received 65% disability leave for the maximum period of six (6) months and who is still not fit to return to work may be terminated at that time if the County so elects.

Section 4. Proof of Sickness or Injury. As a condition for receipt of pay for illness or injury as set forth in Section 3 above, the County may require proof of illness or injury which incapacitates the employee from working. Failure to supply such proof as is satisfactory to management will result in pay being withheld or not paid.

Section 5. Current Sick Leave Banks. An employee may elect to use accrued sick leave banks for any days of consecutive absence but shall not be paid under Section 3 for any such days for which he/she uses accrued sick leave. Employees covered by this Agreement who have accrued sick leave under the County's policy in effect at the time of the signing of this Agreement shall be entitled to use their accrued amounts in any manner permitted by that policy, but no employee covered by this Agreement shall accrue any additional sick leave beyond that which is accrued as of September 30, 1982. Except for the application of the County's policy for the purpose of utilization of previously accrued sick leave, that policy shall be null and void for all employees covered by this Agreement.

Section 6. Return to Work. Employees who are absent due to sickness or injury may be required to provide medical approval for their return to work.

Section 7. Approval. Leave requests are required for all absences. Management will approve or disapprove leave requests by the end of the workday for requests of one (1) day. Requests are to be submitted to the appropriate supervisor (through HRIS) with authority to approve or disapprove no later than the beginning of the work shift the day before the requested day off. Management will approve or disapprove leave requests of more than one (1) day within 48 hours of receipt. This does not supersede Departmental and Merit Rule requirements for notice.

Bargaining Unit Employee 85/65 Scenario

Bargaining Unit employee whose work schedule is 40-8-5 with 15 years of service has exhausted all sick leave and 85% benefits.

Week #1

This employee would be paid for 40 hours at 65%.

Week #2

This employee would be paid for 40 hours at 65%.

NAME John Doe	SSN 1342	PAY PERIOD FROM: 02/01/06 TO: 02/14/06	TITLE UTILITY PL OP I	DEPT/DIV Water Utilities	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	---------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
	01	02	03	04	05	06	07	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								=

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY
	08	09	10	11	12	13	14	TOTAL WEEK 2
REGULAR SCHEDULED HOURS WORKED								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								=

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			▼
SHIFT DIFF (____ X ____)			
STANDBY (____ X ____)			
LEAD WORKER (____ X ____)			
HAZARD (____ X ____)			
MISC (____ X ____)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *									+
SICK LEAVE	8			8	8	8	8	8	+
ANNUAL LEAVE									+
TOTAL								= 40	

ABSENT TIME PAID *									+
SICK LEAVE	8			8	8	8	8	8	+
ANNUAL LEAVE									+
TOTAL								= 40	

80		80
80		80

COMP / FLEX EARNED*									-
COMP / FLEX USED									+
TOTAL PAYROLL HOURS								= 40	

COMP / FLEX EARNED*									-
COMP / FLEX USED									+
TOTAL PAYROLL HOURS								= 40	

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

LEAVE WITHOUT PAY*									
--------------------	--	--	--	--	--	--	--	--	--

* EXPLANATION REQUIRED

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					SUPERVISORS INITIALS
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	
				C65=80 FMS=52 FMN=28	JDS JDS

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

ANNUAL LEAVE
(VACATION LEAVE)

ANNUAL (VACATION) LEAVE

Vacation leave accrual for full time employees is as follows:

Years of Employment	Hours per Pay Period
First year	4.00 hours
Beginning of 2 nd thru completion of 5 th year	4.62 hours
Beginning of 6 th year	4.93 hours
Beginning of 7 th year	5.24 hours
Beginning of 8 th year	5.54 hours
Beginning of 9 th year	5.85 hours
Beginning of 10 th year	6.16 hours

Permanent part time employees will earn pro-rated vacation hours based on their scheduled hours per week. Part time employees can calculate the amount of vacation hours they will accrue each pay period by dividing their scheduled hours per week by 40 and multiplying the result times the vacation hours accrual of a full time employee. For example: An employee who works 30 hours per week, $30 \div 40 = .75$ times 6.16 (accrual for a 10 year employee) = 4.62 hours per pay period.

Vacation accruals are reflected in the employee's paycheck the week following the end of the pay period. **Employees cannot take more vacation time than is shown as a balance on their last paycheck.**

No vacation leave will accrue to employees in any biweekly pay period in which more than one-half of their biweekly schedule is reported as leave without pay.

A new employee begins accruing vacation leave after one full pay period.

The maximum accumulation of vacation leave that can be carried over from one calendar year to another is 400 hours. Any employee who has accrued vacation leave in excess of 400 hours at the end of the pay period in which December 31st falls will forfeit the excess leave and the vacation leave balance will automatically be reduced to 400 hours. **Exception:** Employees who have requested leave and because of documented extenuating circumstances (approved by the County Administrator) have not been able to use excess vacation leave during the year will be allowed to carry over the excess time to the next calendar year.

Employees who transfer from any of the County's Constitutional Officers' departments may not transfer any vacation leave.

No vacation leave may be taken without prior approval by the employee's immediate supervisor. Employees may be required to take leave without pay if they have not given proper notice.

Employees may use either sick leave or vacation leave for illness of a family member if they are required to assist them.

Bargaining Unit employees cannot use comp time or vacation time to supplement sick leave or workers' compensation. Bargaining Unit employees can, however, use vacation leave once their sick leave is exhausted **IF** they have an approved FMLA incident on file with the Clinic.

Payment of all accrued vacation leave credits is effective the pay day following the date of separation from County service. Employees terminating with less than three months of service will not receive payment for unused vacation time.

In the event of the death of an employee, all payment of accrued vacation leave will be made to the employee's beneficiary, estate, or as provided by law.

COMP TIME EARNED

COMPENSATORY TIME (Comp time)

Non Bargaining Unit Exempt Employees

Exempt employees will be granted comp time at a rate of one hour for each hour worked in excess of 40 hours in a work week. Exempt employees should not exceed a maximum balance of 120 hours. Exempt employees will not receive payment for comp time balances upon termination.

Non Bargaining Unit Non Exempt Employees

Non exempt employees will be granted comp time at a rate of one and one half hour for each hour worked in excess of 40 hours in a work week. Non exempt employees should not exceed a maximum balance of 120 hours. Non exempt employees will receive payment for comp time balances upon termination.

Executive Pay Plan Employees

Employees in the executive pay plan will be granted comp time at a rate of one hour for each hour worked in excess of 40 hours in a work week. Executive pay plan employees should not exceed a maximum balance of 40 hours. Executive pay plan employees will not receive payment for comp time balances upon termination.

Bargaining Unit Employees

Bargaining unit employees will be paid at a rate of one and one half hour for each hour worked in excess of 40 hours in a work week. The employee will be paid for any unused compensatory time at the end of the fiscal year (or upon termination).

IAFF Employees

80 hours earned at rate of one and one half hour for each hour worked. Any time in excess of this will be paid at the appropriate rate of pay for the hours worked.

COMP TIME USED

COMP/FLEX TIME USED

This row is used when an employee has a comp time balance and has time absent from work and elects to use their comp balance instead of using sick or vacation time. Employees should initiate an Electronic Employee Leave Request in HRIS to document the comp time used and the comp time balances should be adjusted accordingly. (103.10)

NAME John Doe	SSN 1342	PAY PERIOD FROM: 01/06/07 TO: 01/19/07	TITLE HUMAN RESOURCES TECH	DEPT/DIV Human Resources	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	FOR OFFICE USE ONLY							TOTAL WEEK 1
	SAT	SUN	MON	TUE	WED	THU	FRI	
DATE	06	07	08	09	10	11	12	36
REGULAR SCHEDULED HOURS WORKED			8	8	8	8	4	+ 36
								+
								+
								+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								▶ = 36

FOR OFFICE USE ONLY								TOTAL WEEK 2
SAT	SUN	MON	TUE	WED	THU	FRI		
13	14	15	16	17	18	19	40	
		8	8	8	8	8	+ 40	
							+	
							+	
							+	
							+	
							+	
SUB TOTAL								▶ = 40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
76		76

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS) (HRS. X MOG*)			
SHIFT DIFF (___ X ___)			
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								▶ =

								+
								+
								+
TOTAL								▶ =

76	76

COMP / FLEX EARNED*								-
COMP / FLEX USED							4	+ 4
TOTAL PAYROLL HOURS								▶ = 40

								-
								+
TOTAL								▶ = 40

4	

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

LEAVE WITHOUT PAY*								
--------------------	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE					SUPERVISORS INITIALS
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	
01/12	1:00	01/12	5:00	COMP TIME USED	<i>JDS</i>

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

LEAVE WITHOUT PAY

VOLUNTARY FURLOUGH DAYS WITHOUT PAY

Up to five (5) days per fiscal year of voluntary furlough days without pay may be granted to **employees covered by the CWA bargaining unit agreement only**. Any unused voluntary furlough days without pay remaining at the end of the fiscal year will not carry over to the following fiscal year. Requests for time off for furlough days must be submitted to the appropriate supervisor with authority to approve or deny the request and must be submitted no later than the beginning of the work shift on the work day before the requested day off. Management will approve or deny leave requests of more than one (1) day within 48 hours of receipt of the request. Management has the sole discretion to approve or deny requests for furlough days off. Denial of requests for furlough days off are not grievable. Furlough days without pay will be considered time worked for the purpose of computing overtime.

ADDITIONAL EARNINGS

SHIFT DIFFERENTIAL

SHIFT DIFFERENTIAL

A shift differential of 5% of the employee's current rate of pay (unless over the maximum, then based on the maximum rate) will be paid for full shift to employees who are assigned either of the night shifts (majority of the shift falls after 5:00 p.m. OR majority of the shift falls before 8:00 a.m.)

If the employee is transferred from the night shift to the day shift, the shift differential will be discontinued.

Shift differential pay should be reported on the time records. All rotating or temporary shift differential pay should be calculated at 5%.

If the employee does not work, the special pay for shift differential does not apply and the employee will not be paid for shift differential. For example, if the employee normally works the night shift and is not working, the shift differential pay will not be added to their pay for those hours. This includes Holidays. If the employee does not work on the Holiday, they do not receive shift differential pay for the Holiday hours.

No shift differential pay can be added permanently using a Personnel Action form. Shift differential hours must be calculated and reported each pay period.

NOTE: Excluded from shift differential pay: on call, student, substitute or other types of non-permanent employment.

Frequently asked questions:

An employee's schedule is 4:00 p.m to 12:00 a.m. Due to staff shortages, this employee continues to work from 12:00 a.m. to 4:00 a.m. Would this employee be entitled shift differential pay for the hours from 12:00 a.m. to 4:00 a.m.?

This employee would be entitled to shift differential for the all hours worked between 4:00 p.m. and 4:00 a.m. (16 hours)

An employee's normal schedule is 8:00 a.m. to 5:00 p.m. This employee gets called back into work from 10:00 p.m. to 4:00 a.m. Is this employee entitled to shift differential pay? Would this non exempt employee also be entitled to overtime pay?

This employee would be entitled to shift differential pay. This employee would only be entitled to overtime pay for any hours over 40 for the week.

An employee's normal schedule is 8:00 a.m. to 5:00 p.m. This employee is scheduled to fill in for an entire pay period for an employee whose normal schedule is 3:00 p.m. to 11:00 p.m. Is this employee entitled to shift differential pay?

Yes, this employee would be entitled to shift differential pay for the two week period spent working the 3:00 p.m. to 11:00 p.m. shift.

Are part time employees entitled to shift differential pay?

Yes, part time employees are entitled to shift differential pay if the majority of the shift falls after 5:00 p.m. or before 8:00 a.m.

.

NAME John Doe	SSN 1342	PAY PERIOD FROM: 01/06/07 TO: 01/19/07	TITLE UTILITY PLANT OPERATOR	DEPT/DIV WATER UTIL/PLANTS	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--	--------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	FOR OFFICE USE ONLY							TOTAL WEEK 1
	SAT	SUN	MON	TUE	WED	THU	FRI	
DATE	06	07	08	09	10	11	12	
REGULAR SCHEDULED HOURS WORKED	8	8	8			8	8	+ 40
SHIFT DIFF						*	*	+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								40

FOR OFFICE USE ONLY								TOTAL WEEK 2
SAT	SUN	MON	TUE	WED	THU	FRI		
DATE	13	14	15	16	17	18	19	
REGULAR SCHEDULED HOURS WORKED	8	8	8			8	8	+ 40
SHIFT DIFF	*	*	*					+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
80		80

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (___ X ___)	13.488	20.232	33.720
STANDBY (___ X ___)			
LEAD WORKER (___ X ___)			
HAZARD (___ X ___)			
MISC (___ X ___)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *								+
SICK LEAVE								+
ANNUAL LEAVE								+
TOTAL								=

								+
								+
								+
TOTAL								=

80		80

COMP / FLEX EARNED*								-
COMP / FLEX USED								+
TOTAL PAYROLL HOURS								= 40

								-
								+
TOTAL								= 40

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C			

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--	--

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE				SUPERVISORS INITIALS	
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	
01/11	11:00	01/15	7:00	COVERING NIGHT SHIFT FOR OPERATOR ON VACATION	<i>JDS</i>
				WK ONE = 16(HRS) X 16.869 (WAGE) X .05 (5%) = \$13.488	
				WK TWO = 24(HRS) X 16.869 (WAGE) X .05 (5%) = \$20.232	

EMPLOYEE SIGNATURE AND DATE
Employee signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

NAME John Doe	SSN 1342	PAY PERIOD FROM: 01/06/07 TO: 01/19/07	TITLE UTILITY PLANT OPERATOR	DEPT/DIV WATER UTIL/PLANTS	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--	--------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY	
	DATE	06	07	08	09	10	11	12	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED	8	8	8				8	8	+ 40
SHIFT DIFF							*	*	+
HOLIDAY HOURS									+
ADDITIONAL HOURS *									+
SUB TOTAL									▶ = 40

SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY	
DATE	13	14	15	16	17	18	19	TOTAL WEEK 2
REGULAR SCHEDULED HOURS WORKED	8	8	8			8	8	+ 40
SHIFT DIFF	*	*	*					+
HOLIDAY HOURS								+
ADDITIONAL HOURS *								+
SUB TOTAL								▶ = 40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
88		88

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (____ X ____)	20.232	20.232	40.464
STANDBY (____ X ____)			
LEAD WORKER (____ X ____)			
HAZARD (____ X ____)			
MISC (____ X ____)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *									+
SICK LEAVE									+
ANNUAL LEAVE									+
TOTAL									▶ =

									+
									+
									+
TOTAL									▶ =

88		88

COMP / FLEX EARNED*			8*						-	8
COMP / FLEX USED									+	
TOTAL PAYROLL HOURS										▶ = 48

									-	
									+	
TOTAL										▶ = 40

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED			
	WEEK 1	WEEK 2	TOTAL
A			
B			
C	8		8

LEAVE WITHOUT PAY*									
--------------------	--	--	--	--	--	--	--	--	--

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE				SUPERVISORS INITIALS	
FROM: DATE	TIME	TO: DATE	TIME	REASON/PURPOSE	
01/08	11:00	01/15	7:00	COVERING NIGHT SHIFT FOR OPERATOR ON VACATION	<i>JDS</i>
				WK ONE = 24(HRS) X 16.869 (WAGE) X .05 (5%) = \$20.232	
				WK TWO = 24(HRS) X 16.869 (WAGE) X .05 (5%) = \$20.232	

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

STANDBY

STANDBY PAY

DEFINITION

Employees who work in a classification which requires them to be on emergency standby and subject to call-back in case of emergency will receive standby pay. This applies to non bargaining unit employees and CWA employees. It also applies to exempt and non exempt employees.

COMPENSATION

Effective 09/19/15, employees will receive \$1.50 per hour for each hour on standby.

NOTE: Effective 10/23/15, standby pay will be considered a separate, unique additional pay that **is not** subject to overtime/leave rules.

If standby assignments cease, the standby pay will be discontinued.

All employees who are on standby and are called out to work will be paid for standby duty as follows:

Employees who are scheduled to work an 8 hour day (8:00 a.m. to 5:00 p.m. for example) and are scheduled to be on standby from 5:00 p.m. to 8:00 a.m. would receive 15 hours of standby pay. Employees who are scheduled to work a 10 hour day (7:00 a.m. to 6:00 p.m. for example) and are scheduled to be on standby from 6:00 p.m. to 7:00 a.m. would receive 13 hours of standby pay.

If an employee does not work, they should not be paid standby for the shift immediately following the shift they are absent and until they return to work. The Standby Pay Adjustment Form should be completed and submitted to the department's payroll preparer whether or not the employee is still available for standby duties.

CONTINUATION OF WORK SHIFT VS. OFFICIAL START OF STANDBY DUTIES

SCENARIO #1: An employee is scheduled to work from 8:00 a.m. to 5:00 p.m. At 5:00 p.m. the employee continues working. This employee does not end their shift and leave the work site until 7:00 p.m. The hours between 5:00 p.m. (when the employee was scheduled to end their shift) and 7:00 p.m. are subject to overtime/comp pay. This is a continuation of the employee's shift. The employee would not begin their standby duties until 7:00 p.m. when s/he leaves the work site.

SCENARIO #2: An employee is scheduled to work from 8:00 a.m. to 5:00 p.m. At 5:00 p.m. the employee leaves the work site. This employee would begin their standby duties and begin earning standby pay at 5:00 p.m. when s/he leaves the work site .

SCENARIO #3: An employee is scheduled to work from 8:00 a.m. to 5:00 p.m. with an hour lunch from 12:00 p.m. to 1:00 p.m. At 12:30 p.m., while on their lunch hour, an emergency arises and the employee must report back to work. This employee **is not on standby**. This is part of the employee's regular work shift. The employee would be compensated for 30 minutes either by flexing their time during the same work week, earning overtime or earning comp time.

SCENARIO #4: An employee is on standby from 5:00 p.m. to 8:00 a.m. The employee eats dinner from 6:00 p.m. to 7:00 p.m. The employee **is on standby** and would continue to earn standby pay while eating dinner.

EMPLOYEES ABLE TO RESOLVE ISSUES WITHOUT REPORTING TO A WORK SITE WHILE ON STANDBY

Exempt employees will receive straight comp time for actual time on the telephone dealing with the issue or a minimum of one hour, whichever is greater. **No portal to portal pay will be paid since no travel took place.**

Non exempt employees will be paid for actual time on the telephone dealing with the issue at time and one-half or a minimum of one hour at straight time, whichever is greater. **No portal to portal pay will be paid since no travel took place.**

SCENARIO #1: An employee is on standby from 5:00 p.m. to 8:00 a.m. The employee receives a call at 7:15 p.m. and is able to resolve the issue by 7:30 p.m. The employee would receive 1 hour of paid time (comp time or overtime) which is the minimum.

SCENARIO #2: An employee is on standby from 5:00 p.m. to 8:00 a.m. The employee receives a call at 7:15 p.m. and is able to resolve the issue by 7:30 p.m. At 7:45 p.m. the employee receives another call and is able to resolve the issue by 7:48 p.m. The employee would receive 1 hour of paid time (comp time or overtime) which is the minimum. Employees answering multiple calls and resolving them within the same hour would only receive a maximum of 1 hour.

SCENARIO #3: An employee is on standby from 5:00 p.m. to 8:00 a.m. The employee receives a call at 7:15 p.m. and is able to resolve the issue by 7:30 p.m. At 8:30 p.m. the employee receives another call and is able to resolve the issue by 8:35 p.m. The employee would receive 2 hours of comp time or overtime pay because these two issues were resolved in two separate hours.

SCENARIO #4: An employee is on standby from 5:00 p.m. to 8:00 a.m. The employee receives a call at 7:15 p.m. and is able to resolve the issue by 8:00 p.m. The employee would receive 1 hour of comp time or overtime pay (the minimum).

PORTAL TO PORTAL PAY

Exempt employees who are called in to work while on standby will receive comp time on a portal to portal basis for actual time worked (including travel time) at straight time or a minimum of one hour at straight time, whichever is greater.

Non-exempt employees who are called in to work while on standby will be paid on a portal to portal basis for actual time worked (including travel time) at time and one-half, or a minimum of one hour at straight time, whichever is greater.

MILEAGE

Effective 10/01/07, employees who are called in to work while on standby will **not** be paid mileage.

NOTE: Excluded from standby pay: on call, student, substitute or other types of non-permanent employment.

LEADWORKER PAY

LEAD WORKER PAY

A lead worker has the responsibility for assigning and reviewing the work of other employees who are classified at the same pay grade at a work location removed from regular supervision. Such limited supervisory responsibility shall not include hiring, performance reviews nor disciplinary action.

Leadworker pay is 6% of the employee's current rate of pay.

A Leadworker Pay form must be completed and submitted to Human Resources in order for employees to be paid leadworker pay. All answers must be yes to all three of following questions in order for the employee to be eligible for leadworker pay:

- 1) is the employee in the same pay grade as the employee(s) s/he leads;
- 2) does s/he assign and review the work of the employee(s) s/he leads; and,
- 3) are they in a work location removed from regular supervision?

Once the Leadworker Pay form is approved by Human Resources, departments must enter the total number of hours the employees is actually performing leadworker duties each pay period. If employees who are performing leadworker duties **OR** the employees they are leading are out on either paid or unpaid leave, they do not receive leadworker pay for the hours they are not at work.

Leadworker pay expires (employee will stop receiving leadworker pay) six (6) months from the start date. Departments **must** submit a new completed form to Human Resources to request additional leadworker pay.

Unless the employee earning leadworker pay is working on a holiday AND performing leadworker duties, they will not be paid leadworker pay for the holiday.

NAME John Doe	SSN 1342	PAY PERIOD FROM: 01/06/07 TO: 01/19/07	TITLE HUMAN RESOURCES TECH	DEPT/DIV HUMAN RESOURCES	EXEMPT STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	--------------------	--	--------------------------------------	------------------------------------	---

REGULAR WORK SCHEDULE	HRS PER WEEK 40	HRS PER DAY 8	DAYS PER WEEK 5
-----------------------	---------------------------	-------------------------	---------------------------



EMPLOYEE TIME RECORD

DAY	SAT	SUN	MON	TUE	WED	THU	FRI	FOR OFFICE USE ONLY	
	DATE	06	07	08	09	10	11	12	TOTAL WEEK 1
REGULAR SCHEDULED HOURS WORKED			8	8	8	8	8	+	40
LEADWORKER			*	*	*	*	*	+	
HOLIDAY HOURS								+	
ADDITIONAL HOURS *								+	
SUB TOTAL								▶	40

								FOR OFFICE USE ONLY
SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL WEEK 2	
13	14	15	16	17	18	19	+	40
		8	8	8	8	8	+	
							+	
							+	
							+	
							+	
							▶	40

FOR OFFICE USE ONLY		
TOTALS COLUMN		
BI-WEEKLY TOTAL	PRIOR ADJUSTMENT	TOTAL TO POST
80		80

FOR OFFICE USE ONLY			
ADDITIONAL EARNINGS	WEEK 1	WEEK 2	BI-WEEKLY TOTAL
CODE 1 (PREMIUM ADJ PLUS)			
(HRS. X MOG*)			
SHIFT DIFF (____ X ____)			
STANDBY (____ X ____)			
LEAD WORKER (____ X ____)	32.920		32.920
HAZARD (____ X ____)			
MISC (____ X ____)			
MINIMUM OF GRADE*	TOTAL		
CODE 2 (MINUS EARNINGS)			
CODE 3 (PLUS EARNINGS)			
MILEAGE			
TOOL ALLOWANCE			
CERTIFICATION PAY			
MISC.....			
	TOTAL		

ABSENT TIME PAID *								+	
SICK LEAVE								+	
ANNUAL LEAVE								+	
TOTAL								▶	=

								+	
								+	
								+	
								▶	=

80		80

COMP / FLEX EARNED*								-	
COMP / FLEX USED								+	
TOTAL PAYROLL HOURS								▶	= 40

								-	
								+	
								▶	= 40

PREVIOUS COMP. BAL.
NEW COMP. BALANCE

ADDITIONAL HOURS REPORTED		
WEEK 1	WEEK 2	TOTAL
A		
B		
C		

LEAVE WITHOUT PAY*

--	--	--	--	--	--	--	--	--	--

*EXPLANATION FOR ABSENT TIME PAID OR ADDITIONAL TIME WORKED BEYOND REGULAR WORK SCHEDULE				SUPERVISORS INITIALS
FROM: DATE	TO: DATE	TIME	REASON/PURPOSE	
01/08	01/12	6:30	LEAD WORKER PAY (6% OF HOURLY WAGE)	<i>JDS</i>
			WK ONE = 40(HRS) X 13.712(HOURLY WAGE) X .06(6%) = \$32.920	

EMPLOYEE SIGNATURE AND DATE
Employee Signature & Date

SUPERVISOR'S SIGNATURE AND DATE
Supervisor Signature & Date

TEMPORARY PROMOTIONS
Non Bargaining Unit Employees

NON BARGAINING UNIT EMPLOYEES TEMPORARILY WORKING IN A HIGHER CLASS

An non bargaining unit employee meeting the minimum qualifications may receive a temporary promotion to a higher level position without competition when:

An employee has to perform the duties during the temporary absence of the incumbent in excess of ten consecutive work days. A temporary promotion will not exceed six months unless extenuating circumstances exist and approval is granted by the Human Resources Director. In no event will the temporary promotion continue for more than 60 calendar days after the establishment of an appropriate referral list; OR

It is necessary to fill the position before permanent appointment can be made. Temporary promotions will not be used for trial periods or to train persons for higher level positions.

A request for approval of the temporary promotion must be submitted to the Human Resources department (found on the Human Resources intranet website (<http://pbc/humanresources/> click on forms) . Human Resources staff will determine if the employee meets the minimum entrance requirements. Human Resources will also determine the percentage of increase in pay for the employee while assuming these duties. The approved form will be returned to the department.

An employee selected for a temporary promotion must be informed of the conditions and circumstances of the temporary promotion, including the assurance of return to his/her regular position and pay upon completion of the temporary assignment.

Employees are not entitled to this additional pay when out on vacation, sick, comp, etc. Employees are not entitled to this additional pay on Holidays unless they are actually working on the Holiday.

WORKING IN A HIGHER CLASS

Bargaining Unit Employees

BARGAINING UNIT EMPLOYEES TEMPORARY PROMOTIONS

CWA bargaining unit employees receive additional pay from the first hour (after eight hours) until they return to their regular classification. Their forms are also found on the Human Resources intranet website. (<http://pbc/humanresources> click on forms). The Department Director (or designee) approves these requests. A copy of this form must go to both Payroll and Human Resources each pay period.

CWA Bargaining Unit employees working in a Non CWA Bargaining Unit position will follow all the rules of CWA Bargaining Unit temporary promotions as stated in the first paragraph above.

Employees are not entitled to this additional pay when out on vacation, sick, comp, etc. Employees are not entitled to this additional pay on Holidays unless they are actually working on the Holiday.

PAYCHECKS

PAYCHECKS

Each department has the choice of picking their department's paychecks up at the governmental center or having them delivered to their department by the county courier. If you wish to have your paychecks delivered to your department, you must submit a memo signed by your department head to Payroll requesting it until further notice.

If you spend time separating your department's paychecks by location/division, etc. before you can distribute them, you may want to have "mail stops" set up in HRIS. Contact Human Resources to have the mail stops set up for your paychecks. After the mail stops have been set up, your paychecks will come to you separated in the manner in which you have selected. You will be able to go into HRIS and revise/change how individual checks are sorted at any time.

Urge employees to have their paychecks directly deposited into their checking/savings account. If they do not have their paychecks directly deposited into their account, there is no guarantee that during an emergency situation (e.g., hurricane) they will receive their paycheck on payday.

Employees who have direct deposit can go into HRIS and choose not to have their advice printed each payday. Instead, they can view their check history in HRIS.

Paychecks may be viewed from home, public libraries or anywhere else where internet access is available by going to: <https://secure.co.palm-beach.fl.us/hris/>. This secure site provides read-only access to the employee's own personal employee profile information and their paycheck data.

NOTE: Upon termination, final paychecks are not direct deposited. Employees must either pick them up or arrange for them to be mailed.

FY 15/16 PAY PERIODS & PAY DAYS

PAY PERIODS		PAY DAYS			
September	19	October	02	October	09
October	03	October	16	October	23
October	17	October	30	November	06
October	31	November	13	November	20
November	14	November	27	December	04
November	28	December	11	December	18
December	12	December	25	January	01
December	26	January	08	January	15
January	09	January	22	January	29
January	23	February	05	February	12
February	06	February	19	February	26
February	20	March	04	March	11
March	05	March	18	March	25
March	19	April	01	April	08
April	02	April	15	April	22
April	16	May	29	May	06
April	30	May	13	May	20
May	14	May	27	June	03
May	28	June	10	June	17
June	11	June	24	July	01
June	25	July	08	July	15
July	09	July	22	July	29
July	23	August	05	August	12
August	06	August	19	August	26
August	20	September	02	September	09
September	03	September	16	September	23

EARNING TYPES

TIMESERVER EARNING CODES

EARNING TYPE	DESCRIPTION OF EARNING TYPE
AML	Administrative Leave With Pay (Closure due to emergencies/disasters)
AM1	Administrative Leave With Pay (Awaiting Pre-Term)
AM2	Administrative Leave With Pay (Awaiting IG investigation)
AM3	Administrative Leave With Pay (Elections, Clinic appts., bldg evacuations, etc.)
AMO	Administrative Leave Without Pay
BLD	Blood Donation
C06	Certification Pay 2% (PZ&B only)
C65	CWA 65% Sick Pay
C85	CWA 85% Sick Pay
CML	Compassionate Leave
COE	Comp Time Taken
COH	Emergency/disaster Comp Time Earned @ 1.5
CTP	Comp Time Earned @ 1.5
CTS	Comp Time Earned Straight
CWO	Overtime – CWA Union @ 1.5
EMT	Certification Pay – Emergency Medical Technician (Parks Lifeguards only)
EWE	Overtime – Exempt Pollworker
EWO	Overtime – Nonexempt Pollworker @ 1.5
FLH	FMLA Holiday
FLI	FMLA Incentive
FLN	FMLA Unpaid
FLO	FMLA Scheduled Overtime Unpaid
FLS	FMLA Sick

EARNING TYPE	DESCRIPTION OF EARNING TYPE
FLV	FMLA Vacation
FMC	FMLA Comp Time
FMW	FMLA Workers Comp
FUR	Voluntary furlough leave without pay (CWA only)
HLP	Holiday pay for part time employees
HLY	Holiday pay for full time employees
HNL	Holiday hours not paid
INA	Incentive Leave Awarded
INR	Incentive Leave Redeemed
IRB	Inflatable Rescue Boat (Parks only)
JRY	Jury Duty
LEO	Overtime – Leadworker
LEU	Leadworker
LNP	Leave No Pay
LWJ	Lead Worker Pay – PZ&B only
MFC	FMLA Military Comp
MFS	FMLA Military Sick
MFU	FMLA Military No Pay
MFV	FMLA Military Vacation
MIL	Military Service Pay
MVN	Military Leave – No Pay
NKE	On Call – Nurse Kit Evaluation
O/C	On Call - Worker
OCD	Other County Duties
OTA	Overtime Straight – Non perms only
OTE	Overtime 1.5 – Non perms only

EARNING TYPE	DESCRIPTION OF EARNING TYPE
OTH	Overtime – Disaster/Emergency
OTP	Overtime - @ 1.5
OTS	Overtime – Straight
OTX	Overtime – Exempt Disaster/Emergency
OTY	Overtime – Exempt Recount @ Straight
OTZ	Overtime – Exempt @ Straight
OVR	Overtime – Non Exempt Recount @ 1.5
PTF	Parent Teach Conference
RBC	Road & Bridge only
RBO	Road & Bridge only
REA	Regular pay adjustment
RGN	Regular no pay
SBU	Unscheduled Standby Pay
SCC	Sick Leave CWA Union
SCN	Sick Leave CWA Union No Pay
SDO	Overtime – Shift Differential
SDU	Unscheduled Shift Differential
SEA	Seasonal Worker
SKL	Sick Leave – Non Union
SLN	Sick Leave No Pay
STU	Student
SUL	Suspension No Pay

EARNING TYPE	DESCRIPTION OF EARNING TYPE
SUP	Subpoena
SUW	Non Work Administrative Leave With Pay
TEM	Temporary Worker
TRA	Training
TYN	Tardy No Pay
UBN	Union Business No Pay
UBP	Union Business With Pay
VCL	Vacation – Pre-Approved
VCN	Vacation – Not Pre-Approved
VLN	Vacation Leave – No Pay
W03	WHC – 3% Non Union
W05	WHC – 5% CWA Union
W06	WHC – 6% Non Union
W10	WHC – 10% Non Union
W3P	WHC – 3% Overtime Non Union
W5P	WHC – 5% Overtime CWA Union
W6P	WHC – 6% Overtime Non Union
W7C	Workers Comp 1 st 7 days (free ride)
WDC	Workers comp medical appointments – 3 hours or less per visit
WDD	Workers comp medical appointments – more than 3 hours per visit
WHC	WHC – Minimum of the Higher Class Pay Grade for Union & Non Union
WHP	WHC – Minimum of the Higher Class Pay Grade Overtime for Union & Non Union

EARNING TYPE	DESCRIPTION OF EARNING TYPE
WPC	Workers Comp – Supplementing with Compensatory Time
WPN	Workers Comp – No Pay
WPS	Workers Comp - Supplementing with Sick Leave
WPV	Workers Comp – Supplementing with Vacation
WPW	Workers Comp Leave Paid by Risk Management
WSI	Water Safety Certification – Parks
WUL	Incentive Leave Program Pay – Water Utilities Only
WXP	WHC 10% OT for non union employees

SPECIAL COMPENSATIONS

SPECIAL COMPENSATIONS

Shift Differential Pay is calculated at 5% of the employee's current hourly rate when working either of the night shifts (majority of the shift falls after 5:00 p.m. or before 8:00 a.m.). This includes part time employees. This does not apply to on call or temporary employees. If an employee does not work, they should not be paid shift differential.

Standby Pay is paid to employees who work in a classification which requires them to be on emergency standby pay at a rate of \$1.50 per hour and subject to call back in case of emergency.

Workers who are scheduled to work 8 hour days will receive \$22.50 per day standby and \$36 per pay day on non-work days.

Workers who are scheduled to work 10 hour days will receive \$19.50 per day standby pay and \$36 per day on non-work days.

All other workers whose schedules are different than above and are on standby duty will be treated in the same manner, i.e. a 6 hour per day employee will receive \$25.50 per day standby pay and \$36 per day on non-work days.

Local Area Network Administration Pay is provided to employees assigned as part time Local Area Network Administrators. It is paid at \$35 per pay period. (Employees in classifications that encompass LAN administrative duties will not be eligible for the pay supplement.) LAN administrators must be approved by ISS and Human Resources.

Leadworker Pay is paid at 6% of the employee's current hourly rate of pay. A Lead Worker is responsible for assigning and reviewing the work of other employees in the same pay grade at locations where supervision is absent.

Certification Pay is paid at a fixed rate per pay period for employees possessing special certifications as shown below:

Utility Plant Operators will receive \$35 per pay period for each certification which qualifies for a higher job class than in which employed.

Industrial Electricians and Utility Plant Mechanics who work in Water Utilities and who obtain an "A", "B" or "C" certification in Water Distribution or Wastewater Collection will receive \$23 per pay period for the highest certification obtained.

Lifeguards – Certified First Responders will receive \$25 per pay period. Certified Emergency Medical Technicians and Paramedics will receive \$65 per pay period. Certified Inflatable Rescue Boat operators will receive \$10 per day as assigned.

Pool Lifeguards will receive \$12.50 per pay period when certified as a Water Safety Instructor.

Bridge Inspectors will receive \$26 per pay period when certified by the Department of Transportation as a bridge inspector.

Registered Nurses will receive \$35 per pay period when certified as an occupational health nurse.

Tool Allowance is paid at a fixed rate per pay period for employees who provide their own tools as follows:

Automotive Technician I - \$30.59 per pay period

Equipment Mechanic - \$30.59 per pay period

Automotive Technician II - \$50.88 per pay period

Equipment Analyst - \$50.88 per pay period

Fleet Management created two **Fuel Truck Stipends**. The first is to pay two employees that have an A CDL license with hazmat endorsement at 6% of their base pay to operate the fuel transport tanker (IE transport semi tractor trailer with four axles, GVWR 80,000 pounds). These employees will not receive the second stipend. The second is to pay \$.20 per hour to all Automotive Technician I's and II's, except the primary drivers, in the Heavy Equipment Shop that have an A CDL license with hazmat endorsement.

LEAVE DONATIONS

LEAVE DONATIONS

Full or part time County employees are allowed to donate unused, accrued vacation leave to another full time non bargaining unit employee within their own department who is on medical leave without pay. The donated vacation time will be credited to the employee who is on medical leave without pay as sick leave. The County Administrator's approval is required and is approved on a case by case basis.

An employee may donate up to 40 hours of vacation. The total of all donations to any one employee may not exceed 90 days (720 hours) over an employee's length of employment.

The employee receiving the donation(s) must: be a permanent non bargaining unit County employee; be on continuous (not intermittent) leave of a certified medical nature involving the employee; have exhausted all personal sick and vacation leave balances; and, not have any disciplinary action in his or her personnel file relating to abuse of sick or vacation leave.

All requests for donations will be forwarded by the respective Department Head to the County Administrator for approval. The decision of the County Administrator is final. Employees wishing to donate must complete an authorization form (forms are available on the Human Resources website <http://pbc/humanresources/forms/> and in County PPM CW-P-059) . Completed forms and a copy of the County Administrator's approval will be forwarded to Human Resources. Human Resources staff will tabulate the value of the donated hours, covert the hours to the recipient's pay rate and credit the recipient's sick leave balance. Human Resources will deduct the hours from the donors' annual leave balance.

If the donations exceed the 90 days (720 hours) permitted, all excess leave will be returned to the most recent donors. Authorization forms should be sequentially numbered as received in order to return excess hours to donors.

Human Resources will notify the recipient's department when the process is complete and forward all Leave Donation forms to the Clerk's Payroll Department for disbursement as follows:

- Forms submitted to Human Resources by noon on Friday, the last day of the pay period, will be processed and forwarded to the Clerk's Payroll Department for the current pay cycle.
- Forms submitted after the above timeframe will be processed and forwarded to the Clerk's Payroll Department for the next pay cycle.