

ORDINANCE NO. 2021-36

**FILED**

**BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY,  
ARKANSAS; AN ORDINANCE TO BE ENTITLED:**

NOV 23 2021

**LESLI PENNY**  
COUNTY & PROBATE COURT CLERK

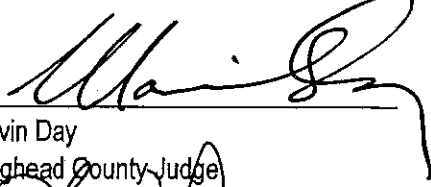
An Ordinance adopting Kronos time and attendance policies for Craighead County.

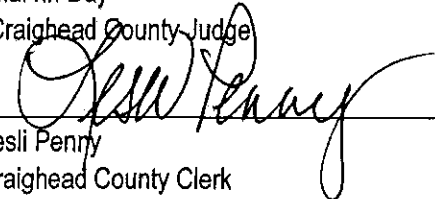
**WHEREAS:** Craighead County is in the process of moving from paper time sheets to the Kronos facial recognition time keeping system. The purpose of these policies is to provide the needed changes to the Craighead County Personnel Policy Handbook to incorporate the move to Kronos. Electronic time-keeping will provide a true accounting of an employee's work hours, making it beneficial for the County and the employee.

**SECTION 1.** There is an immediate need to adopt the Kronos time and attendance policies for Craighead County by reference. A copy of the Kronos time and attendance policy is attached and shall be filed in the office of the Craighead County Clerk and incorporated into the Craighead County Personnel Policy Handbook upon approval by the Quorum Court.

**SECTION 2. EMERGENCY CLAUSE.** An emergency is hereby declared to exist and this ordinance is necessary for the completion of the federal audit of Craighead County and shall be in full force and effect after its passage and approval.

Dated this 22<sup>nd</sup> day of November 2021.

Approved:   
Marvin Day  
Craighead County Judge

Attest:   
Lesli Penny  
Craighead County Clerk

"This publication was paid for by the Craighead County Clerk, cost of this publication \$ \_\_\_\_\_."

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# **Craighead County Time and Attendance Policy**

## **Introduction**

Craighead County has the right and responsibility to manage the workforce and ensure employees are being paid appropriately based on hours worked. This policy outlines the proper recording and approval of hours worked, leave usage, and manual adjustments to time records.

The County's standard work week shall be forty (40) hours, consisting of five (5) standard workdays, unless otherwise implemented and approved by administrative officials in authority.

The County's standard workday shall be from 8:00 a.m. until 5:00 p.m. for Courthouse employees. County Road Employees' work schedule shall be four (4) ten-hour (10) workdays, each week, year-round. (Road Employees will work Monday after Thanksgiving holidays.)

The normal work period shall be forty (40) hours per week for all employees except employees engaged in the provision of law enforcement. The normal work week for law enforcement personnel (including security personnel in the detention center) shall be no more than eighty-six (86) hours in a fourteen (14) consecutive day work period. Clerical staff is not considered as law enforcement employees. The County's pay period shall end at midnight Monday, three (3) days before each scheduled payday.

When possible, Craighead County employees shall receive breaks of fifteen (15) minutes. For each four (4) hours worked County employees generally will be allowed a consecutive fifteen (15) minute break. County employees shall receive a one (1) hour lunch break. However, for purposes of keeping certain offices open, lunch scheduling will be at the discretion of the County official or supervisor in charge. County Road Department employee lunch breaks may be reduced to thirty (30) minutes in order to redeem working time and daylight. No employee may perform work while on a lunch break.

Craighead County's official time and attendance system is Kronos and is hereinafter referred to as the "timekeeping system". The system and associated work records are used for recording actual hours worked and leave taken (vacation, personal, comp days) for all employees.

Actual hours worked will be recorded by facial recognition using a time clock kiosk and adjustments and leave requests are entered by an employee through a computer, or a mobile application. Time may be entered by a department's Elected Official / Department Head / Supervisor when an individual is unable to enter their own time. The time and leave data collected is transferred to the payroll system to generate pay according to the hours recorded. The timekeeping system tracks and manages employees' worked hours and applies current Craighead County pay rules prior to transmitting the data to payroll.

To ensure consistent application of this policy, the data recorded in the timekeeping system shall be considered the "official" time record of each workday. Any disputes over actual hours worked or attendance will be resolved by referring to the timekeeping

system records.

It is recognized that in certain situations (e.g. clock malfunction) it may be necessary to correct or enter missing data. Manual time or leave adjustments shall be documented. Manual adjustments may be requested through the Elected Official/ Department Head / Supervisor, who in turn shall have the responsibility of making edits and notes on the electronic time record.

## Definitions

1. **“Clock-in” and/or “Punch-in” (or “-out”):** An action whereby an employee uses the facial recognition/mobile punch at the time clock kiosk to submit a time entry. For the purposes of this policy, these terms have the same meaning and may be interchanged.
2. **Elected Official/ Department Head / Supervisor:** The individual within the department who operational authority.
3. **Timesheet Approver:** The Elected Official/ Department Head / Supervisor, or Approver Designee.
4. **Approver Designee:** Any individual who has been given authority by the Elected Official/ Department Head / Supervisor to approve changes in employee timesheets.
5. **Employee:** An individual who works within the department and charges time against the departmental account.
6. **Exempt Employee:** An individual identified as working in a position that is not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act.
7. **Non-Exempt Employee:** An individual identified as working in a position that is eligible to receive overtime, for hours actually worked when in excess of 40 hours per week. Exception: County Sheriff's Office and Detention Center employees. The normal work week of law enforcement personnel (including security personnel in the detention center) shall be no more than eight-six (86) hours in a fourteen (14) consecutive day work period. Clerical staff in the Sheriff's Office and Detention Center are not considered as law enforcement employees.

## Responsibilities

Elected Officials/ Department Heads / Supervisors are responsible for insuring that employee time records are reviewed and approved in an appropriate time frame that is in line with the payroll schedule, as published annually by the County Clerk. Elected Officials/ Department Heads / Supervisors may delegate review and approval authority to a subordinate supervisory employee. For purposes of this policy, the Elected Official/ Department Head / Supervisor (or established delegate) will be referred to as the Timesheet Approver.

Timesheet Approvers are responsible for ensuring that the work and leave time reported accurately reflects each employee's actual hours worked and leave taken for the work week and validates this by approving each employee's timesheet and/or leave request.

Intentional errors in reporting and/or approving actual hours worked, can result in disciplinary actions, up to and including termination.

All employees are responsible for routinely reviewing their pay statement for accuracy. If the employee discovers errors in hours, it is to be reported to their Elected Official/ Department Head / Supervisor immediately. If the employee does not receive a prompt response, or does not agree with the response, the employee is to contact the Human Resources Manager.

Employees who work in more than one department are to transfer hours to the appropriate department by submitting a change request to modify the cost center.

## **Procedures**

All employees shall record their hours worked and leave usage within the timekeeping system. Timesheets shall be submitted by the employee and approved by the Timesheet Approver each pay period.

Full-time Non-Exempt Employees are expected to record a minimum of forty (40) hours per week. The forty (40) hours shall be comprised of hours worked and when applicable, leave taken. Full-time Non-Exempt Employees who are unable to record a total of forty (40) hours and have leave accruals available should submit a time off request through the employee dashboard to their Elected Official/ Department Head / Supervisor. Non-Exempt Employees will only be paid for their actual hours worked and approved leave taken.

All leave time taken shall be entered through the timekeeping system, using the leave request feature. Leave requests should be entered and approved before the time off has occurred. Employees are not paid for hours of vacation, personal time, or comp time in excess of their available balance(s), respectively.

If an employee was not fully compensated for hours worked and/ or leave taken because of a data input error or a missed Punch-in (or -out), the employee should notify their Elected Official/ Department Head / Supervisor who will work with the County Clerk's Office/Payroll to rectify the error.

### **1. Daily Clock-in / Clock-out**

- It is the responsibility of each Exempt and Non-Exempt and employee to Clock-in at the beginning of each scheduled workday and Clock-out promptly when their workday is completed.
- All Exempt and Non-Exempt employees are to Clock-in and Clock-out at their assigned time clocking terminal or terminals approved by their Elected Official/ Department Head / Supervisor.
- All Non-Exempt employees are required to Clock-out for unpaid meal breaks and Clock-in upon return.
- Non-Exempt employees who adjust the duration of their lunch period must

notify their supervisor of what change is to be made to the lunch period to reflect the actual time taken through the timekeeping system. If an employee is not free to leave the worksite during a lunch period or performs work during a lunch period, the employee is to be paid for the lunch period. The employee should submit a Change Request to modify the lunch period.

- All Non-Exempt employees leaving for approved personal reasons (other than the lunch period) during the day must Clock-out when leaving and Clock-in upon returning.
- Non-Exempt employees are not allowed to work without recording and getting paid for time worked. This may be referred to or known as "off the clock" (working without recording the time worked). A few examples, but not exclusive may include:
  - Working during a meal period and not reporting the time worked.
  - Working at home or off County property and not reporting the time worked.
  - Sending, reading, or responding to work-related emails or phone calls outside normal work hours and not reporting the time worked (Non-exempt employees are not to respond, read, or compose work-related emails outside of regularly schedule hours unless directed by their Elected Official/ Department Head / Supervisor.
  - Working before or after a shift and not reporting the time worked.

An employee may not accumulate overtime by arriving early or leaving late unless specifically pre-authorized by his supervisor. If a Non-Exempt employee has accumulated unapproved hours beyond his/her approved schedule during a week, he may be required to leave work early. This activity is prohibited and a violation of the policy and cannot be acquiesced by the immediate supervisor of the employee.

Comp Time is earned on a weekly basis after forty (40) hours of actual work has been recorded during the established work week. Comp Time will be calculated based on the actual hours recorded and credited to the employee and should be approved by their Elected Official/ Department Head / Supervisor in advance.

Disagreements on work hours contained in the timekeeping record shall be reviewed with the employee's supervisor (and, if necessary, department Elected Official/ Department Head / Supervisor) who will take action to resolve the issue and authorize any changes deemed necessary to the timekeeping data. Any other disputes must then be addressed by the Human Resources Manager.

## **2. Missed Punches and Adjustments**

If an employee fails to Clock-in or Clock-out for their shift, the employee will be required to utilize the timekeeping system to submit a Change Request to record the missed time punches including an explanation in the notes section of the request. If an employee is unable to enter their missed time, the Elected Official/ Department Head / Supervisor may adjust the employee's time in the timekeeping system and

add a note of explanation as to the correction.

Employees demonstrating multiple failures to clock in or out without reasonable justification will be subject to disciplinary action as set forth in the employment policy.

**Under no circumstances can an Approver Designee adjust their own timesheets. Corrections shall only be made by the Elected Official/ Department Head / Supervisor.**

### **3. Guidelines for Time Corrections:**

Employees should request/submit all time corrections through the timekeeping system by using the Change Request function, to their Elected Official/ Department Head / Supervisor in order to have a record corrected. The timekeeping system maintains an audit trail of all time corrections.

The request should be comprised of:

1. Date and times that are to be corrected.
2. Reason for the correction (be specific).
3. When (what time) the punch should have been for.

If a missed Punch-in or Punch-out occurred due to working off-site, the employee must also provide the location where the workday began or ended in the request for correction.

**Example:** Attending Supervisory training class at ABC community center, reported to the Leisure Services Department for a meeting with XYZ Department Head about ABC Festival.

All requests should be reviewed, and edits should be made within 24 hours of the request.

### **4. Electronic Approvals**

All timesheets must be reviewed and submitted by the both the **employee** and approved by the **Timesheet Approver**.

All employees shall approve their timesheet no later than the designated time set by the County Clerk/Payroll on Tuesday **before the pay date** for the two week pay period by completing their submission within the timekeeping system.

All department Timesheet Approvers are required to approve their department timesheets no later than the designated time set by the County Clerk/Payroll on Tuesday **before the pay date** for the two week pay period by entering an approval within the timekeeping system.

By submitting and approving an electronic timesheet, the employee and the Timesheet Approver are attesting that, to the best of their knowledge, the information submitted is complete and accurate. Employees and Timesheet

Approvers who purposely enter and/or approve time when they have knowledge that the time has been falsely reported, including time omission of which they are aware, may be subject to disciplinary action as allowed in the employment policy.

#### **5. Time Off Requests and Employee Leave**

Exempt and Non-Exempt employees shall enter requested paid leave into the timekeeping system, before the time is taken. Pre-scheduled leave hours will appear automatically on the employee's timesheet.

If an employee is unable to request time off in advance, the employee shall notify their Elected Official/ Department Head / Supervisor of the absence and submit the time off request when they return and before the end of the pay period to correctly reflect in the timesheet. If an employee comes to work on a day when leave time had been previously requested and approved, he or she shall immediately notify their Elected Official/ Department Head / Supervisor that their timesheet needs to be corrected. When an employee is out due to illness his/her department their Elected Official/ Department Head / Supervisor, may input the necessary leave hours. This input shall be documented and later verified by the employee.

The timekeeping system will accrue leave (vacation, personal, etc.) in accordance with accrual rates applicable to each employee. Accrued leave hours will be accurate and accessible to employees within the timekeeping system. Employees shall not enter leave hours in excess of the available balances. Leave taken shall not count towards hours worked for the purposes of computing comp time.

#### **6. Holidays**

Holiday pay will automatically be applied to eligible employees' timesheets in the timekeeping system. When requesting time off during a Holiday week an employee may need to enter two separate time off requests, skipping the date(s) of the holiday.

**Example:** December 24-25th (pre-defined as a holiday) falls on a Tuesday and Wednesday and the employee wants to take the full week off. The first leave request would cover the period of December 23<sup>rd</sup> (Mon). The second leave request would cover the period of December 26<sup>th</sup> (Thursday) and December 27<sup>th</sup> (Friday).

Eligible employees are not to enter leave requests for a holiday unless they are scheduled to work on the holiday.

#### **Timeclock or System Problems**

If any employee is unable to clock-in or clock-out because of a timeclock malfunction, it is the employee's responsibility to immediately inform his/her department their Elected Official/ Department Head / Supervisor. In the event of a time clock malfunction, the employee should submit the Change Request through the system, or the Elected Official/ Department Head / Supervisor may make manual entries for Clock-in or Clock-out on an employee's behalf. Departments are to immediately notify the HR/Payroll Office of any timeclock or system problems. A delay in reporting of issues can result in disciplinary action through the employment policy.

## **Prohibited Time and Attendance Actions**

Employees are subject to disciplinary action, including termination, as has been stated throughout this policy and subject to terms of the employment handbook. Prohibited actions may include, but not limited to the following:

1. Any attempt to tamper with the timekeeping hardware or software.
2. Clocking in or out for another employee (a.k.a. "buddy punching") may result in both employees being subject to disciplinary action.
3. Interfering with another employee's use of timeclocks.
4. Falsification of hours worked.
5. Excessive missed punches.
6. Repeated failure to request time off in a timely manner.
7. Repeated failure to promptly verify, approve, and reconcile time and leave records.

## **Review of Time and Attendance Policy with County Employees; Employee Acknowledgment**

The Time and Attendance Policy shall be reviewed with every County employee who is subject to the policy provisions contained herein immediately upon the date of effectiveness. At that time, the employee shall review, acknowledge, and execute a Time and Attendance Policy Acknowledgement Form. It is the Elected Official/ Department Head / Supervisor responsibility to review this policy with their employees and return the executed Employee Acknowledgement form to Human Resources for inclusion in the employee's personnel file. All forms must be provided to the Human Resources Manager within seven (7) days of implementation.

## **Availability of Time and Attendance Policy**

A copy of this policy shall be available for review in the County Employment Policy Handbook on the County's website, the Human Resources Managers Office, and/or in the office of the Elected Official of each department.